

GENERAL GOVERNMENT DIVISIONS  
OFFICE OF THE MAYOR

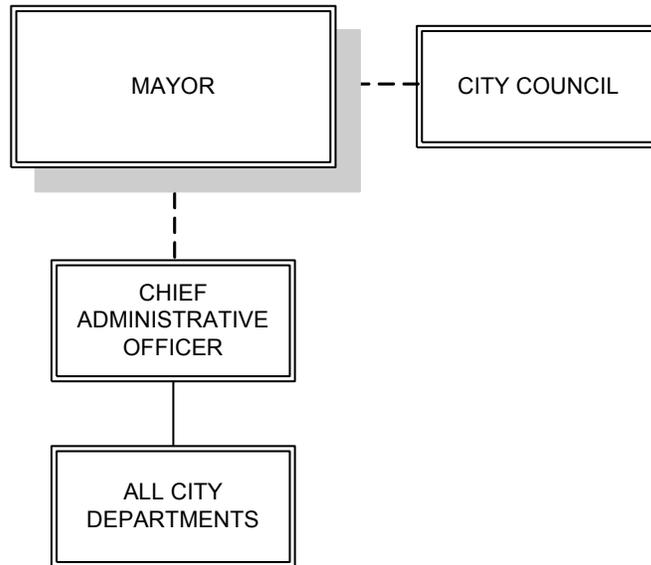
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MISSION STATEMENT

To set the direction of City government and oversee the administration of all City Departments.

OBJECTIVES

- To set policy.
- To develop, communicate, and implement a long-term agenda that ensures the fiscal health of the City and a high quality of life for its citizens.
- To act as a representative and liaison to the entire community, including the citizens, media, public and private agencies, state and federal officials, and City departments.
- To direct the receipt and resolution of constituent complaints.
- To serve as a liaison for other City departments in order to ensure that the citizens of Bridgeport receive effective public service expeditiously and courteously.
- To provide guidance and direction to all Department Managers in order to improve services offered to the City of Bridgeport.
- To serve as a liaison with various governmental agencies and to influence local, state and federal legislation that is necessary and favorable to the City.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
OFFICE OF THE MAYOR BUDGET DETAIL

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Honorable Joseph P. Ganim  
Mayor

REVENUE SUMMARY

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*Not Applicable*

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01001 OFFICE OF THE MAYOR</b>						
PERSONNEL SERVICES	706,908	747,918	736,247	623,966	623,966	112,281
OTHER PERSONNEL SERV	21,585	20,659	4,275	1,950	1,950	2,325
FRINGE BENEFITS	185,514	224,255	222,192	152,971	152,971	69,221
OPERATIONAL EXPENSES	21,587	19,758	25,481	25,481	25,481	0
SPECIAL SERVICES	5,970	8,432	7,626	7,626	7,626	0
	<b>941,564</b>	<b>1,021,022</b>	<b>995,821</b>	<b>811,994</b>	<b>811,994</b>	<b>183,827</b>

PERSONNEL SUMMARY

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ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
	1			MAYOR	132,459	147,640	-15,181
	1			CHIEF OF STAFF - MAYOR'S OFFIC	131,115	133,022	-1,907
	1		1	PROJECT MANAGER	171,304	87,459	83,845
				CLERICAL ASSISTANT (P/T)	42,840	25,000	17,840
	1			RECEPTIONIST	40,800	41,426	-626
	1			EXECUTIVE OFFICE MANAGER	81,600	53,300	28,300
	1			MAYOR'S AIDE	93,330	92,250	1,080
01001000	1			SECRETARY (40HRS)	42,799	43,869	-1,070
OFFICE OF THE MAYOR	<b>Total</b>	<b>7</b>	<b>1</b>		<b>736,247</b>	<b>623,966</b>	<b>112,281</b>

FY 2016-2017 GOALS

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- 1) Eliminate the city's financial deficit through short and long-term cost saving measures and increased revenues.
- 2) Significantly increase government transparency through the creation and launch of Open Bridgeport and the creation of an Office of Governmental Accountability.
- 3) Continue to grow the city's tax base by increasing the city's ability to attract and retain sustainable economic and community development.
- 4) Continue to promote efficiency and accountability throughout city government through the CitiStat program, the City's online citizen service request system, TQM (Total Quality Management) system, and employee training.
- 5) Continue to work together with the Board of Education to improve Bridgeport schools by continuing our investment in building new state-of-the-art schools, including the capital improvements being made to Central, Harding, and Bassick high schools.
- 6) Strengthen alliances with community groups and support initiatives that will benefit the City's quality of life.
- 7) Support diversity at all levels in government through progressive hiring practices, human resources and labor relations, and by supporting our Small and Minority Business Resource Office which provides resources and support for local minority contractors, develops best practices, policies and procedures to ensure that the City's Minority Contracting Business Enterprise Goals are achieved.
- 8) Focus efforts to combat blight and strengthen neighborhoods through a comprehensive city program of neighborhood stabilization.
- 9) In partnership with the Police Chief, work together to formulate strategic initiatives that combat crime and support successful neighborhood policing.

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
OFFICE OF THE MAYOR APPROPRIATION SUPPLEMENT

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APPROPRIATION SUPPLEMENT

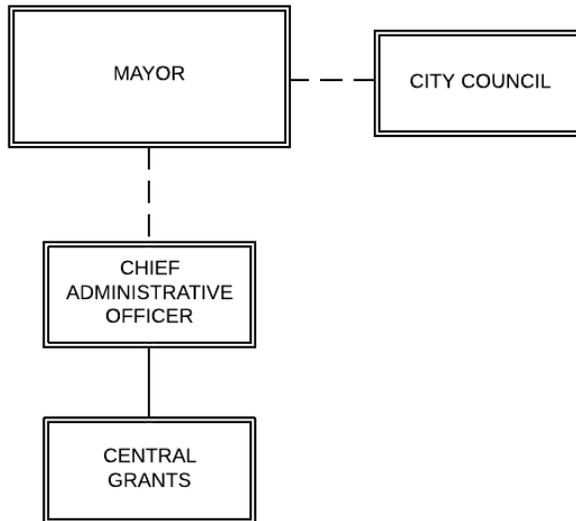
Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01001</b>	<b>OFFICE OF THE MAYOR</b>							
	51000	FULL TIME EARNED PAY	675,060	747,918	736,247	623,966	623,966	112,281
	51099	CONTRACTED SALARIES	31,848	0	0	0	0	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		706,908	747,918	736,247	623,966	623,966	112,281
	51140	LONGEVITY PAY	3,150	4,050	4,275	1,950	1,950	2,325
	51156	UNUSED VACATION TIME PAYOUT	18,435	16,609	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		21,585	20,659	4,275	1,950	1,950	2,325
	52360	MEDICARE	8,497	9,417	8,904	8,666	8,666	238
	52385	SOCIAL SECURITY	5,005	2,254	2,232	2,073	2,073	159
	52504	MERF PENSION EMPLOYER CONT	77,120	92,557	80,791	65,560	65,560	15,231
	52917	HEALTH INSURANCE CITY SHARE	94,893	120,028	130,265	76,672	76,672	53,593
<b>03</b>	<b>FRINGE BENEFITS</b>		185,514	224,255	222,192	152,971	152,971	69,221
	53605	MEMBERSHIP/REGISTRATION FEES	0	0	0	57	57	-57
	53705	ADVERTISING SERVICES	0	0	0	20	20	-20
	53750	TRAVEL EXPENSES	2,870	4,587	1,726	5,619	5,619	-3,893
	53905	EMP TUITION AND/OR TRAVEL REIM	304	596	1,444	798	798	646
	54595	MEETING/WORKSHOP/CATERING FOOD	8,416	7,264	11,131	8,450	8,450	2,681
	54650	LANDSCAPING SUPPLIES	0	0	0	140	140	-140
	54675	OFFICE SUPPLIES	4,982	3,702	6,313	4,636	4,636	1,677
	54705	SUBSCRIPTIONS	0	0	0	36	36	-36
	54720	PAPER AND PLASTIC SUPPLIES	0	0	71	171	171	-100
	55155	OFFICE EQUIPMENT RENTAL/LEAS	5,015	3,609	4,796	5,534	5,534	-738
	55530	OFFICE FURNITURE	0	0	0	20	20	-20
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		21,587	19,758	25,481	25,481	25,481	0
	56110	FINANCIAL SERVICES	4,974	7,339	5,976	4,500	4,500	1,476
	56175	OFFICE EQUIPMENT MAINT SRVCS	996	1,093	1,054	2,010	2,010	-956
	56180	OTHER SERVICES	0	0	487	719	719	-232
	56240	TRANSPORTATION SERVICES	0	0	100	218	218	-118
	56250	TRAVEL SERVICES	0	0	10	179	179	-169
<b>05</b>	<b>SPECIAL SERVICES</b>		5,970	8,432	7,626	7,626	7,626	0
<b>01001</b>	<b>OFFICE OF THE MAYOR</b>		<b>941,564</b>	<b>1,021,022</b>	<b>995,821</b>	<b>811,994</b>	<b>811,994</b>	<b>183,827</b>

GENERAL GOVERNMENT DIVISIONS  
CENTRAL GRANTS

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MISSION STATEMENT

To further the Administration's mission to make Bridgeport the cleanest, greenest, safest, most affordable city with schools and neighborhoods that improve every year by strategically applying for funding and increasing community collaborations and regionalism where cost effective and appropriate in order to provide quality services to the public without increasing the tax burden of city taxpayers.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 CENTRAL GRANTS BUDGET DETAIL

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01005 CENTRAL GRANTS OFFICE</b>						
PERSONNEL SERVICES	303,380	279,125	320,604	480,401	411,427	-90,823
OTHER PERSONNEL SERV	4,367	1,125	1,200	1,275	1,275	-75
FRINGE BENEFITS	98,872	77,636	88,815	188,001	188,001	-99,186
OPERATIONAL EXPENSES	9,541	8,754	8,882	21,395	21,395	-12,513
SPECIAL SERVICES	10,535	1,537	2,895	13,500	13,500	-10,605
OTHER FINANCING USES	0	0	0	2,000	2,000	-2,000
	<b>426,695</b>	<b>368,177</b>	<b>422,396</b>	<b>706,572</b>	<b>637,598</b>	<b>-215,202</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
	2	1		GRANT WRITER	117,878	197,079	-79,201
	1			DIRECTOR CENTRAL GRANTS	99,652	91,549	8,103
	1			ADMINISTRATIVE ASSISTANT	39,834	44,399	-4,565
<b>01005000</b>	1			OPM POLICY ANALYST	63,240	78,400	-15,160
<b>CENTRAL GRANTS</b>	<b>Total</b>	<b>5</b>	<b>1</b>		<b>320,604</b>	<b>411,427</b>	<b>-90,823</b>

APPROPRIATION SUPPLEMENT

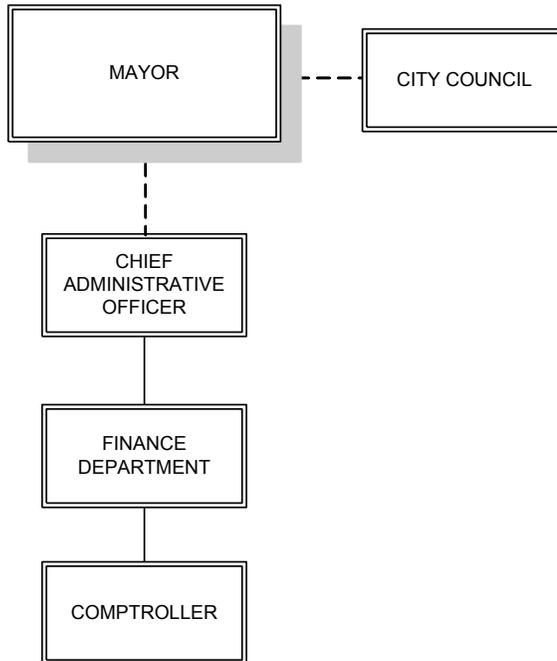
Org#	Org Descript	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01005 CENTRAL GRANTS OFFICE</b>									
		51000	FULL TIME EARNED PAY	300,080	263,375	320,604	480,401	411,427	-90,823
		51099	CONTRACTED SALARIES	3,300	15,750	0	0	0	0
<b>01</b>	<b>PERSONNEL SERVICES</b>			303,380	279,125	320,604	480,401	411,427	-90,823
		51140	LONGEVITY PAY	2,100	1,125	1,200	1,275	1,275	-75
		51156	UNUSED VACATION TIME PAYOUT	2,267	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>			4,367	1,125	1,200	1,275	1,275	-75
		52360	MEDICARE	4,214	3,718	4,529	6,449	6,449	-1,920
		52385	SOCIAL SECURITY	3,020	1,680	3,654	12,130	12,130	-8,476
		52504	MERF PENSION EMPLOYER CONT	32,124	30,405	35,108	52,551	52,551	-17,443
		52917	HEALTH INSURANCE CITY SHARE	59,514	41,833	45,524	116,871	116,871	-71,347
<b>03</b>	<b>FRINGE BENEFITS</b>			98,872	77,636	88,815	188,001	188,001	-99,186
		53605	MEMBERSHIP/REGISTRATION FEES	0	745	100	500	500	-400
		53705	ADVERTISING SERVICES	0	0	0	1,000	1,000	-1,000
		53725	TELEVISION SERVICES	269	278	419	0	0	419
		53750	TRAVEL EXPENSES	0	0	0	3,500	3,500	-3,500
		53905	EMP TUITION AND/OR TRAVEL REIM	61	0	150	3,500	3,500	-3,350
		54555	COMPUTER SUPPLIES	0	0	0	2,500	2,500	-2,500
		54595	MEETING/WORKSHOP/CATERING FO	760	233	650	1,000	1,000	-350
		54675	OFFICE SUPPLIES	2,809	3,722	1,843	2,000	2,000	-157
		54700	PUBLICATIONS	0	0	49	200	200	-151
		54705	SUBSCRIPTIONS	1,172	517	0	1,195	1,195	-1,195
		55155	OFFICE EQUIPMENT RENTAL/LEAS	4,470	3,259	5,671	6,000	6,000	-329
<b>04</b>	<b>OPERATIONAL EXPENSES</b>			9,541	8,754	8,882	21,395	21,395	-12,513
		56085	FOOD SERVICES	657	110	735	1,000	1,000	-265
		56130	LEGAL SERVICES	7,656	0	0	0	0	0
		56165	MANAGEMENT SERVICES	152	186	495	5,000	5,000	-4,505
		56175	OFFICE EQUIPMENT MAINT SRVCS	1,659	870	1,180	6,000	6,000	-4,820
		56250	TRAVEL SERVICES	411	371	485	1,500	1,500	-1,015
<b>05</b>	<b>SPECIAL SERVICES</b>			10,535	1,537	2,895	13,500	13,500	-10,605
		59500	SUPPORTIVE CONTRIBUTIONS	0	0	0	2,000	2,000	-2,000
<b>06</b>	<b>OTHER FINANCING USES</b>			0	0	0	2,000	2,000	-2,000
<b>01005</b>	<b>CENTRAL GRANTS OFFICE</b>			<b>426,695</b>	<b>368,177</b>	<b>422,396</b>	<b>706,572</b>	<b>637,598</b>	<b>-215,202</b>

FINANCE DIVISIONS  
**COMPTROLLER'S OFFICE**

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MISSION STATEMENT

The mission of the Comptroller's Office is to prepare and maintain all financial records of the City of Bridgeport. The Department's objectives include receiving, recording and depositing all City revenues, completing all expenditure transactions and producing all payroll payments, and preparing monthly, quarterly and annual journal entries. Also, to monitor and establish procedures for grant account fiscal activity and to maintain the financial records and books of entry for all capital improvement projects. In addition, the Comptroller's Office analyzes and prepares monthly reconciliations of all fiscal balance sheet accounts and handles all transactions in accordance with all local, state and federal accounting standards.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 COMPTROLLER'S OFFICE APPROPRIATION SUPPLEMENT

Kenneth Flatto  
*Manager*

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01010 COMPTROLLER'S OFFICE</b>								
	41563	HEALTHINSURANCE/WORKERSCOM.REI	1,288	0	0	0	0	0
	41277	RESTITUTION RECOVERY	2,751	5,391	5,000	5,000	5,000	0
	45354	WPCACOLLECTIONSERVICEREIMBURSE	722,649	805,164	697,623	650,000	650,000	-47,623
	44550	TOWN AID	2,350,167	2,353,290	1,383,106	1,387,630	1,387,630	4,524
	41564	ADMINISTRATIVEFEE/OVERHEADALLO	13,000	45,928	70,000	15,000	15,000	-55,000
	41562	DEBTSERVICEINTERESTREIMBURSEME	188,424	182,202	225,318	188,000	188,000	-37,318
	41561	STATE LOCIIP FOR DEBT SERVICES	194,888	203,409	1,031,564	1,031,564	1,031,564	0
	41560	PROPERTY RENTAL	20,940	143,745	25,000	25,000	25,000	0
	41392	DEBT SERVICE PARENT CENTER	60,000	60,000	60,000	60,000	60,000	0
	41610	FREEDOM OF INFORMATION FEES	46	139	0	200	200	200
	41278	MUNICIPAL ID FEE	0	0	200,000	0	0	-200,000
	41559	COURT FINES	69,214	82,493	35,000	60,000	60,000	25,000
	41538	COPIES	45,515	80,750	50,000	50,000	50,000	0
	41551	O.T.B INCOME	400,541	344,964	450,000	400,000	400,000	-50,000
	41552	STATE BINGO	57	52	200	200	200	0
	41553	BOOKS / MAP SALES	0	0	100	100	100	0
	41555	CAPITAL FUND INTEREST TRANSFER	500,000	500,000	500,000	500,000	500,000	0
<b>01010 COMPTROLLER'S OFFICE</b>			<b>4,569,480</b>	<b>4,807,527</b>	<b>4,732,911</b>	<b>4,372,694</b>	<b>4,372,694</b>	<b>-360,217</b>

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01010 COMPTROLLER'S OFFICE</b>						
PERSONNEL SERVICES	438,210	471,028	614,987	644,230	644,230	-29,243
OTHER PERSONNEL SERV	5,138	4,716	4,575	2,700	2,700	1,875
FRINGE BENEFITS	142,694	168,216	233,962	198,720	198,720	35,242
OPERATIONAL EXPENSES	3,508	4,039	6,260	7,427	7,427	-1,167
SPECIAL SERVICES	283,504	261,015	334,399	324,199	324,199	10,200
	<b>873,053</b>	<b>909,013</b>	<b>1,194,183</b>	<b>1,177,276</b>	<b>1,177,276</b>	<b>16,907</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
	5			ACCOUNTING CLERK I (35 HOURS)	207,933	205,738	2,195
	2			ACCOUNTING CLERK II (35 HOURS)	100,183	96,453	3,730
	1			FINANCIAL MANAGEMENT SUPERVIS	75,420	84,063	-8,643
	1			ACCOUNTANT	75,138	83,750	-8,612
	1			CHIEF ACCOUNTANT	80,510	89,737	-9,227
<b>01010000</b>	<b>1</b>			<b>CAPITOL PROJECTS FIXED ASSETS</b>	<b>75,803</b>	<b>84,490</b>	<b>-8,687</b>
<b>COMPTROLLER'S OFFICE</b>	<b>Total</b>	<b>11</b>			<b>614,987</b>	<b>644,230</b>	<b>-29,243</b>

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 COMPTROLLER'S OFFICE PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
<b>COMPTROLLER'S OFFICE</b>								
Number of:								
Accounts Payable Checks Issued	22,876	21,648	19,710	18,050	18,294	17,096	8,998	18,989
Manual checks processed	49	54	53	383	110	109	30	75
ACH Vendor Payments processed *** Notes					315	2,340	1,546	3,200
Manual checks processed payroll	325	271	194	164	217	289	184	315
Travel requests processed	100	131	90	96	125	76	60	60
Payment Vouchers processed	52,503	49,599	46,447	48,762	51,903	49,965	27,903	52,000
Scanned Back Pages for Invoices (2)	525,030	495,990	464,470	487,620	519,030	499,650	279,030	520,000
Capital Project checks processed	40	34	14	18	456	488	297	500
Capital Project wires processed	0	153	180	173	172	207	127	254
Cash Receipts processed	5,600	4,906	4,971	4,945	5,140	5,234	5,500	5,500
Journal Entries posted (3)	1,600	60	75	61	2,387	1,556	1,500	1,500
Federal 1099 Forms issued	500	462	431	537	645	644	700	700
W-2 Statements issued	5,670	5,670	5,501	5,440	5,590	5,650	5,600	5,600
Payroll Checks Issued (1)	51,000	48,335	43,269	32,454	30,136	23,486	10,876	22,000
Payroll Direct Deposit (1)	126,520	127,805	131,884	137,001	141,827	148,939	75,249	150,000
Payroll Vendor Checks Issued	5,150	4,971	4,926	4,594	4,028	3,526	1,746	5,000
Payroll Vendor Direct Deposit	850	858	1,044	1,208	1,321	1,406	740	1,450
Pension checks issued (Police, Fire, Janitors)	12,000	10,842	10,560	10,546	10,054	9,580	4,627	9,400
<i>Grants Administration:</i>								
number of new and recurring grants	150	125	123	128	126	128	70	140
number of grants closed	70	203	55	85	65	50	25	50
Financial report delivery date	31-Dec	31-Dec	31-Dec	31-Dec	31-Dec	15-Feb	31-Dec	31-Dec
General ledger fiscal year end close	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun

- (1) Decrease/increase in actual pay checks: working toward paperless system via direct deposit.  
 (2) Actual is based on an estimated 10 pages per invoice.  
 (3) Increase due to account change re-classes needed.

**FY 2016-2017 GOALS**

- 1) Achieve new bond financing for capital projects.
- 2) Complete updated CAFR (Comprehensive Annual Financial Report) for 2016 and seek CAFR Certificate of Excellence.
- 3) Implement a new internal audit function to review city agencies.
- 4) Increase unassigned fund balance level for fiscal year 2017.

**FY 2015-2016 GOAL STATUS**

- 1) The reduction of unnecessary paper being submitted to Accounts Payable in accordance with the Mayor's B-Green initiative.  
6 MONTH STATUS: *This goal has been completed.*
- 2) Continue to increase the level of Vendors being set up on EFT for payment.  
6 MONTH STATUS: *a 10% increase in Electronic Fund Transfer (EFT) vendor use has taken place.*
- 3) Initiate training of Department MUNIS users.  
6 MONTH STATUS: *Training underway managed by Payroll department.*

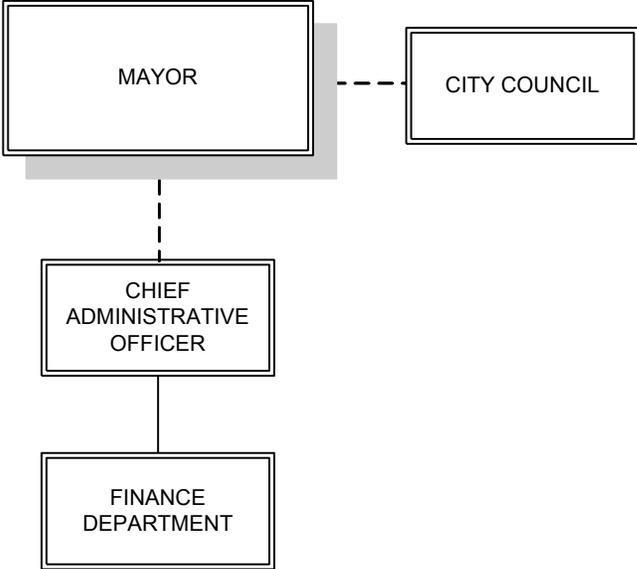


FINANCE DIVISIONS  
**FINANCE DEPARTMENT**

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MISSION STATEMENT

To plan and prepare all official statements for short and long term financing as well as the City's Comprehensive Annual Financial Report and to oversee all financial departments. Our objectives include ensuring adherence to all provisions of the Government Accounting Standards Board (GASB), preparing monthly financial reports on the fiscal condition of the City in relation to the budget, acting as a liaison to all financial institutions on matters relating to City business, and ensuring all debt obligations of the City are paid in accordance with borrowing provisions.



Kenneth Flatto  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01015 FINANCE ADMINISTRATION</b>						
PERSONNEL SERVICES	392,919	427,091	589,071	549,513	508,267	80,804
OTHER PERSONNEL SERV	7,958	8,374	3,900	6,675	6,675	-2,775
FRINGE BENEFITS	132,859	145,410	178,814	159,733	159,733	19,081
OPERATIONAL EXPENSES	5,323	3,051	8,886	9,909	9,909	-1,023
SPECIAL SERVICES	508	56	1,693	1,693	1,693	0
	<b>539,566</b>	<b>583,982</b>	<b>782,364</b>	<b>727,523</b>	<b>686,277</b>	<b>96,087</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
		1		INTERNAL AUDITOR	0	78,925	-78,925
	1			DIRECTOR OF FINANCE	125,544	127,213	-1,669
			1	DEPUTY DIRECTOR OF FINANCE	101,110	0	101,110
				EXECUTIVE ASSISTANT FINANCE	80,157	82,610	-2,453
	1			PROJECT MANAGER	91,304	87,125	4,179
	1			PAYROLL MANAGER	91,304	87,125	4,179
<b>01015000</b>	<b>1</b>			<b>DEPUTY DIRECTOR OF FINANCE/MAN</b>	<b>99,652</b>	<b>45,269</b>	<b>54,383</b>
FINANCE DEPARTMENT	<b>Total</b>	4	1	1	<b>589,071</b>	<b>508,267</b>	<b>80,804</b>

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 FINANCE DEPARTMENT PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
<b>FINANCE DEPARTMENT</b>							
Annual CAFR Report	1	1	1	1	0	1	1
Unreserved Fund Balance	\$16,560,510	\$12,720,514	\$12,924,082	\$13,395,816	\$13,713,461	\$13,000,000	\$13,000,000
Unreserved Fund Balance as % of General Fund Expenditures	3.31%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%
Fund Balance Appropriated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Outstanding Debt	\$701,133,522	\$738,928,108	\$704,991,981	\$664,534,053	\$645,979,133	\$642,000,000	\$690,000,000
Debt per Capita	\$ 4,520	\$5,104	\$4,828	\$4,618	\$4,587	\$4,837	\$4,837
GFOA certificate for excellence in financial reporting	yes	yes	yes	yes	yes	pending	pending
# of annual audit management letter comments	2	1	1	1	2	1	1
Governmental Activities Net Capital Assets	\$846,535,639	\$897,034,000	\$967,164,000	\$1,009,927	1,197,629	\$1,150,000,000	\$ 1,150,000,000
<b>BOND AND CREDIT RATINGS</b>							
Credit Rating: Moody's	A1	A1	A2	A2	A2	A2	A2
Standard & Poor's	A-	A-	A-	A-	A-	A-	A-
Fitch	A	A	A	A	A	A	A
Bond Rating: Moody's	AA3	AA3	AA3	AA3	AA3	AA3	AA3
Standard & Poor's	AA-	AA-	AA-	AA-	AA-	AA-	AA-
Fitch (1)	A	A	N/A	N/A	N/A	N/A	N/A

(1) - Fitch does not currently rate

**FY 2016-2017 GOALS**

- 1) Eliminate reliance on TANS (tax anticipation notes).
- 2) Accomplish bond financing for project needs.
- 3) Complete clean up of old Grant and Capital accounts.
- 4) Achieve cost savings through new initiatives including utility reviews.

**FY 2015-2016 GOAL STATUS**

- 1) Eliminate reliance on TANS (tax anticipation notes).  
6 MONTH STATUS: *As of spring 2016 TANS are eliminated this fiscal year.*
- 2) Improve monthly reconciliations of all accounts when office restructure is finalized.  
6 MONTH STATUS: *All account reconciliations are up to date.*
- 3) Implement ACH (automated clearing house) payments for enhanced cash flow and reduced costs.  
6 MONTH STATUS: *ECT and ACH payments are utilized when possible.*
- 4) Continue the Grants filing on a timely basis.  
6 MONTH STATUS: *Grant filings are now handled by Central Grants.*
- 5) Reconciliation and clean up of old Grant and Capital accounts in collaboration with OPM.  
6 MONTH STATUS: *Renewed effort is being made to complete this work by June 2016.*

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 FINANCE DEPARTMENT APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

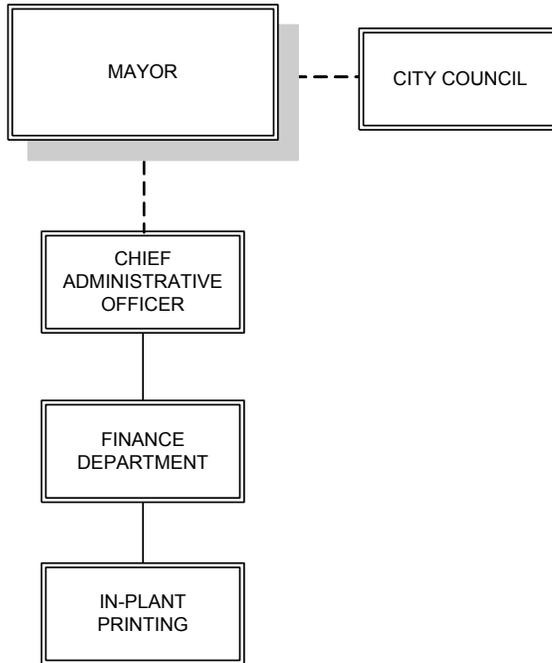
Org#	Org Descript	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01015 FINANCE ADMINISTRATION</b>									
		51000	FULL TIME EARNED PAY	392,919	427,091	589,071	549,513	508,267	80,804
01	PERSONNEL SERVICES			392,919	427,091	589,071	549,513	508,267	80,804
		51140	LONGEVITY PAY	2,850	3,000	3,900	6,675	6,675	-2,775
		51156	UNUSED VACATION TIME PAYOUT	5,108	5,374	0	0	0	0
02	OTHER PERSONNEL SERV			7,958	8,374	3,900	6,675	6,675	-2,775
		52360	MEDICARE	5,450	5,774	6,787	6,304	6,304	483
		52385	SOCIAL SECURITY	0	0	6,826	7,790	7,790	-964
		52504	MERF PENSION EMPLOYER CONT	51,450	55,580	64,695	61,269	61,269	3,426
		52917	HEALTH INSURANCE CITY SHARE	75,959	84,057	100,506	84,370	84,370	16,136
03	FRINGE BENEFITS			132,859	145,410	178,814	159,733	159,733	19,081
		53605	MEMBERSHIP/REGISTRATION FEES	525	60	1,445	1,445	1,445	0
		53610	TRAINING SERVICES	1,074	473	3,074	3,074	3,074	0
		53905	EMP TUITION AND/OR TRAVEL REIM	1,250	67	1,261	1,261	1,261	0
		54555	COMPUTER SUPPLIES	0	0	122	122	122	0
		54675	OFFICE SUPPLIES	2,475	2,451	2,477	3,500	3,500	-1,023
		54705	SUBSCRIPTIONS	0	0	356	356	356	0
		55150	OFFICE EQUIPMENT	0	0	152	152	152	0
04	OPERATIONAL EXPENSES			5,323	3,051	8,886	9,909	9,909	-1,023
		56175	OFFICE EQUIPMENT MAINT SRVCS	0	0	132	132	132	0
		56250	TRAVEL SERVICES	398	0	1,411	1,411	1,411	0
		59010	MAILING SERVICES	110	56	150	150	150	0
05	SPECIAL SERVICES			508	56	1,693	1,693	1,693	0
<b>01015 FINANCE ADMINISTRATION</b>				<b>539,566</b>	<b>583,982</b>	<b>782,364</b>	<b>727,523</b>	<b>686,277</b>	<b>96,087</b>

FINANCE DIVISIONS  
PRINT SHOP

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MISSION STATEMENT

To provide all printing needs including typesetting, printing, binding, graphic arts and desktop design for all City departments.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 PRINT SHOP BUDGET DETAIL

Shequilla Robertson  
 Acting Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01030 IN-PLANT PRINTING</b>						
PERSONNEL SERVICES	319,257	310,097	326,982	326,297	326,297	685
OTHER PERSONNEL SERV	7,328	4,970	5,105	4,020	4,020	1,085
FRINGE BENEFITS	99,084	109,678	115,934	109,303	109,303	6,631
OPERATIONAL EXPENSES	289,629	247,194	259,098	257,198	257,198	1,900
SPECIAL SERVICES	56,142	46,582	54,250	54,612	54,612	-362
	<b>771,439</b>	<b>718,520</b>	<b>761,369</b>	<b>751,430</b>	<b>751,430</b>	<b>9,939</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY 2016	ADOPTED FY 2017	VARIANCE
	1			MESSENGER	31,060	37,333	-6,273
	1			PRESSMAN	58,000	58,000	0
	1			PRINTER FOREMAN	76,775	85,573	-8,798
	1			BOOKBINDER	58,000	58,000	0
	1			PRINTER	58,000	58,000	0
			1	PRINT SHOP AIDE	15,756	0	15,756
01030000	1			ANNEX MAIL COURIER (35 HOURS)	29,391	29,391	0
IN-PLANT PRINTING	<b>Total</b>	6	1		<b>326,982</b>	<b>326,297</b>	<b>685</b>

FY 2016-2017 ADOPTED GENERAL FUND BUDGET

PRINT SHOP

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
<b>PRINT SHOP</b>							
8 1/2 x 11 forms & letterhead	2,125,000	2,103,750	2,095,000	2,100,000	2,000,000	1,000,000	2,100,000
Black & White Copying	800,000	825,000	900,000	900,400	900,000	450,000	1,000,000
Color Copying	700,000	800,000	900,000	900,000	1,000,000	500,000	900,000
Envelopes Printed	1,000,000	1,000,000	950,000	900,000	800,500	400,250	900,000
Index/cover/coated paper	850,000	900,000	900,000	900,000	700,000	350,000	900,000
<b>BINDING SERVICES</b>							
Folding	1,500,000	1,500,000	1,500,000	1,250,000	1,250,000	625,000	1,250,000
Stapling	80,000	75,000	75,000	70,000	75,000	37,500	70,000
Automatic bookletmaker	0	0	0	0	0	0	0
Numbering/Die-cutting	200,000	190,000	190,000	150,000	100,000	50,000	150,000
Scoring/perforation	50,000	45,000	45,000	45,000	45,000	22,500	45,000
Large format Poster Printing	400	500	750	1,000	1,500	750	1,000
Number of Departments Serviced	72	72	72	72	72	72	72
<b>TOTAL IMPRESSIONS/PIECES HANDLED</b>	<b>7,305,472</b>	<b>7,439,322</b>	<b>7,535,822</b>	<b>7,136,472</b>	<b>6,875,072</b>	<b>3,437,536</b>	<b>7,136,472</b>
<b>MAIL DISTRIBUTION CENTER</b>							
Mail run through postage machine	555,000	545,000	545,000	540,000	540,000	270,000	540,000
Amount Spent*	\$208,000	\$209,000	\$210,000	\$234,080	\$199,788	\$99,894	\$200,000

**FY 2016-2017 GOALS**

- 1) To incorporate interns into our every day work force. This will incur no cost for the city and will provide interns with school credit. Interns will come from two of our city schools: Bullard Havens and Harding High.
- 2) Implement a new web-to-print system for job submission that will automate everything from job ordering, ordering supplies, budget information and job pricing.
- 3) Continue to maintain and provide professional service in a timely manner for all of the City's departments and the Board of Education.
- 4) Continue the use of our large format printer at a great cost savings.

**FY 2015-2016 GOAL STATUS**

- 1) Implement a new web-to-print system for job submission that will automate everything from job ordering, ordering supplies, budget information and job pricing.  
6 MONTH STATUS: *This is an ongoing process.*
- 2) Working on upgrading our software systems.  
6 MONTH STATUS: *by upgrading current software for Photoshop, Indesign, and Illustrator.*
- 3) Working on training of new software and continuing education on software and equipment  
6 MONTH STATUS: *New employees will be going for training on CorelDraw, Photoshop, Adobe Illustrator and Indesign.*

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
**PRINT SHOP** **APPROPRIATION SUPPLEMENT**

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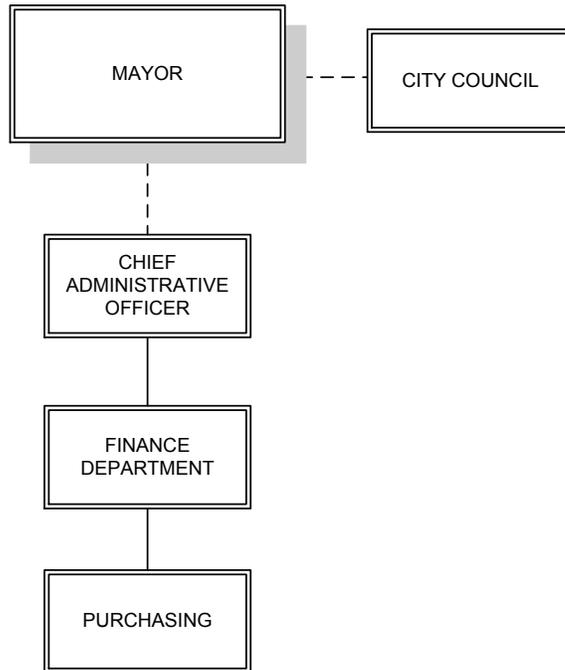
Org#	Org Descript	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01030 IN-PLANT PRINTING</b>									
		51000	FULL TIME EARNED PAY	319,257	307,313	326,982	326,297	326,297	685
		51099	CONTRACTED SALARIES	0	2,784	0	0	0	0
01	PERSONNEL SERVICES			319,257	310,097	326,982	326,297	326,297	685
		51140	LONGEVITY PAY	4,375	4,970	5,105	4,020	4,020	1,085
		51156	UNUSED VACATION TIME PAYOUT	2,953	0	0	0	0	0
02	OTHER PERSONNEL SERV			7,328	4,970	5,105	4,020	4,020	1,085
		52360	MEDICARE	4,509	4,193	4,457	4,428	4,428	29
		52385	SOCIAL SECURITY	147	670	0	0	0	0
		52504	MERF PENSION EMPLOYER CONT	41,762	38,388	36,231	36,163	36,163	68
		52917	HEALTH INSURANCE CITY SHARE	52,667	66,427	75,246	68,712	68,712	6,534
03	FRINGE BENEFITS			99,084	109,678	115,934	109,303	109,303	6,631
		53605	MEMBERSHIP/REGISTRATION FEES	449	325	450	450	450	0
		53750	TRAVEL EXPENSES	347	0	350	350	350	0
		53905	EMP TUITION AND/OR TRAVEL REIM	545	0	550	550	550	0
		54675	OFFICE SUPPLIES	17,070	12,120	21,877	20,848	20,848	1,029
		54725	POSTAGE	234,076	199,788	198,972	200,000	200,000	-1,029
		54730	PRINTING SUPPLIES	5,525	4,960	5,000	5,000	5,000	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	31,618	30,000	31,900	30,000	30,000	1,900
04	OPERATIONAL EXPENSES			289,629	247,194	259,098	257,198	257,198	1,900
		56170	OTHER MAINTENANCE & REPAIR S	8,812	8,747	8,812	8,812	8,812	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	7,538	7,538	5,638	6,000	6,000	-362
		59010	MAILING SERVICES	8,324	7,440	8,300	8,300	8,300	0
		59015	PRINTING SERVICES	31,468	22,856	31,500	31,500	31,500	0
05	SPECIAL SERVICES			56,142	46,582	54,250	54,612	54,612	-362
<b>01030 IN-PLANT PRINTING</b>				<b>771,439</b>	<b>718,520</b>	<b>761,369</b>	<b>751,430</b>	<b>751,430</b>	<b>9,939</b>

FINANCE DIVISIONS  
PURCHASING

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MISSION STATEMENT

Provide our customers with professional services, support, and advice for the carrying out of departmental objectives. Strive for the cost-effective procurement of quality goods and services resulting in high quality and cost effective services to the city.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
PURCHASING BUDGET DETAIL

Bernd Tardy  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01035 PURCHASING</b>						
PERSONNEL SERVICES	404,761	467,266	459,105	491,128	446,128	12,977
OTHER PERSONNEL SERV	14,471	11,484	7,725	7,950	7,950	-225
FRINGE BENEFITS	120,434	119,839	139,427	147,956	147,956	-8,529
OPERATIONAL EXPENSES	5,586	5,091	10,910	10,910	10,910	0
SPECIAL SERVICES	27,949	27,290	28,005	28,005	28,005	0
	<b>573,201</b>	<b>630,970</b>	<b>645,172</b>	<b>685,949</b>	<b>640,949</b>	<b>4,223</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
	3		BUYER	177,600	184,023	-6,423
	1		ASSISTANT PURCHASING AGENT	75,611	84,276	-8,665
	1		PURCHASING AGENT	105,529	117,624	-12,095
01035000	1		CONTRACT COMPLIANCE OFFICER	55,365	60,205	-4,840
PUBLIC PURCHASING	<b>Total</b>	6		414,105	446,128	-32,023

FY 2016-2017 ADOPTED GENERAL FUND BUDGET

PURCHASING

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
<b>PURCHASING</b>							
<i>Purchase orders issued</i>	20,000	15,849	14,933	15,398	16,000	7,704	15,000
Board of Education Purchase orders	4,000	3,306	4,918	5,392	5,500	2,012	5,000
Food & Nutrition Purchase orders	2,000	575	395	302	400	233	500
Board of Education Grants	2,000	2,143	*	*	*	206	400
<b>Total Board of Education Purchase orders</b>	<b>8,000</b>	<b>6,024</b>	<b>5,313</b>	<b>5,694</b>	<b>5,900</b>	<b>2,451</b>	<b>5,900</b>
<b>PURCHASING MODIFICATIONS</b>							
Purchase Modifications done	5,000	7,124	7,783	9,904	8,000	2,473	7,000
Board of Education Modifications	1,100	1,436	2,420	3,753	3,000	556	2,000
Food & Nutrition Modifications	60	206	215	377	300	56	300
Board of Education Grants Modifications	400	666	*	*	*	81	200
<b>Total Board of Education Modifications</b>	<b>1,560</b>	<b>2,308</b>	<b>2,635</b>	<b>4,130</b>	<b>3,300</b>	<b>693</b>	<b>2,500</b>
<b>PURCHASES</b>							
Qualified	250	215	213	144	150	68	150
Emergency	0	0	0	0	0	0	0
Waivers	0	0	0	1	2	2	2
Sole Source	80	32	25	38	40	11	30
State	40	41	56	60	60	22	30
<b>ICMA INDICATORS</b>							
<i>Bid requests processed</i>	120	121	133	110	140	36	140
Informal Bids: days from requisition to P.O. issuance	40	5	12	11	10	5	10
Construction Bids: days from requisition to P.O. issuance	20	21	5	5	4	1	2
All other formal Bids: days from requisition to P.O. issuance	100	100	128	136	136	60	130

\* BOE discontinued the use of Dept 899, so I can no longer distinguish between BOE & BOE Grants

(1) \* Due to the transition to Munis, I am unable to acquire the data that is requested.

(2) \*\*BOE discontinued the use of Dept 899, so I can no longer distinguish between Board of Education & Board of Education Grants.

**FY 2016-2017 GOALS**

- 1) Use Purchasing webpage to more effectively communicate and disseminate:
  - Place Title 6 information
  - Update Board of Public Purchases information
  - Create recurring forms library
- 2) Work with contracting officers to perform more city wide bids.
- 3) Investigate possibility of initiating P-Card (Purchasing card) program.
- 4) Complete archiving.
- 5) Establish relationship with EZIQ for construction projects.
- 6) Work with Finance Director on Purchasing Department reorganization.
- 7) Get revised Purchasing Ordinance back before the Common Council for approval.

**FY 2015-2016 GOAL STATUS**

- 1) Become more proficient and independent in the risk management function. To better analyze project specifications/requirements to determine level/type of insurance coverage. Review endorsements to insure that they adequately meet City requirements.  
6 MONTH STATUS: *This is a specialized area of expertise that resides in the City Attorney's Office.*
- 2) The expeditious transition of contract compliance responsibilities to a contract compliance officer. Currently responsibilities reside with consultants and office personnel. These tasks include certified payrolls, Minority Business Enterprise (MBE) compliance, site visitation and reporting.  
6 MONTH STATUS: *Goal has been accomplished.*
- 3) Work with Finance Director to ultimately reorganize the Purchasing Department. This would include regular meetings with the Acting Purchasing Agent to discuss issues, needs and accomplishments.  
6 MONTH STATUS: *Had initial meeting with Finance Director prior to her departure. I intend to open dialogue with the new Finance Director.*
- 4) To further aid the administrations green procurement initiative.

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
PURCHASING PROGRAM HIGHLIGHTS/APPROPRIATIONS

6 MONTH STATUS: *Ongoing. We continue to distribute information and samples to departments.*

- 5) Continue the archive process which has fallen behind because of temporary staff reductions.  
6 MONTH STATUS: *Ongoing.*
- 6) To continue to be transparent and open with regards to city procurement transaction.  
6 MONTH STATUS: *Ongoing.*
- 7) Spend more time discussing with departments their needs & whether they are best served by doing RFQ/RFP/BID/ informal process.  
6 MONTH STATUS: *Ongoing, as there are many new staff that require training.*
- 8) Work on more expedient means for MBE (Minority Business Enterprise) approval to cut down on time from award to notice to proceed.  
6 MONTH STATUS: *At this point in time we are unsure as to who is monitoring the City's MBE program.*
- 9) Work with Board of Public Purchases to develop Purchasing Policies.  
6 MONTH STATUS: *Ongoing, currently working on procedures for sole/single source purchases.*
- 10) Investigate and make use of additional features and capabilities offered by BidSync, our procurement partner.  
6 MONTH STATUS: *It has been determined that many new features require expenditure of additional funds.*

APPROPRIATION SUPPLEMENT

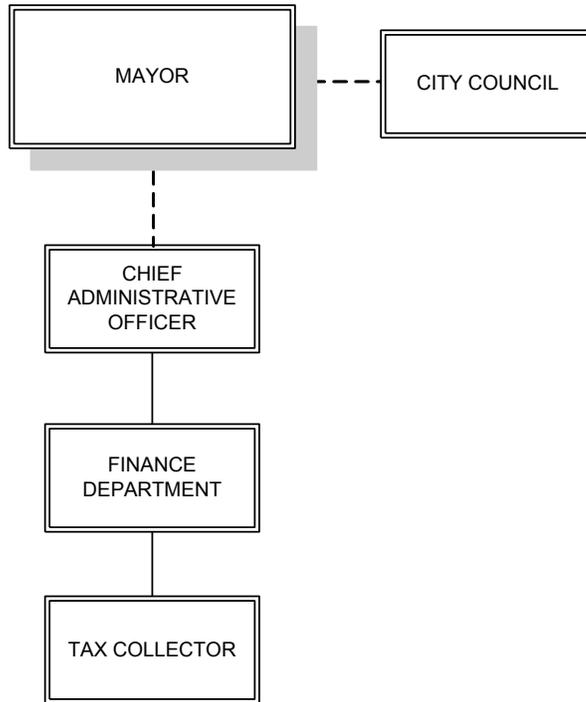
Org#	Org Descript	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01035 PURCHASING</b>									
		51000	FULL TIME EARNED PAY	365,669	358,892	414,105	446,128	446,128	-32,023
		51099	CONTRACTED SALARIES	39,093	108,375	45,000	45,000	0	45,000
01	PERSONNEL SERVICES			404,761	467,266	459,105	491,128	446,128	12,977
		51140	LONGEVITY PAY	8,700	7,425	7,725	7,950	7,950	-225
		51156	UNUSED VACATION TIME PAYOUT	5,771	4,059	0	0	0	0
02	OTHER PERSONNEL SERV			14,471	11,484	7,725	7,950	7,950	-225
		52360	MEDICARE	3,269	3,107	3,765	4,033	4,033	-268
		52385	SOCIAL SECURITY	0	0	3,009	3,116	3,116	-107
		52504	MERF PENSION EMPLOYER CONT	48,668	47,420	46,022	49,540	49,540	-3,518
		52917	HEALTH INSURANCE CITY SHARE	68,497	69,312	86,631	91,267	91,267	-4,636
03	FRINGE BENEFITS			120,434	119,839	139,427	147,956	147,956	-8,529
		53605	MEMBERSHIP/REGISTRATION FEES	265	265	760	760	760	0
		54675	OFFICE SUPPLIES	4,646	4,673	4,429	4,429	4,429	0
		54705	SUBSCRIPTIONS	0	25	421	421	421	0
		55150	OFFICE EQUIPMENT	675	129	5,300	5,300	5,300	0
04	OPERATIONAL EXPENSES			5,586	5,091	10,910	10,910	10,910	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	1,800	1,751	1,800	1,800	1,800	0
		56180	OTHER SERVICES	26,149	25,539	26,205	26,205	26,205	0
05	SPECIAL SERVICES			27,949	27,290	28,005	28,005	28,005	0
01035	PURCHASING			573,201	630,970	645,172	685,949	640,949	4,223

FINANCE DIVISIONS  
**TAX COLLECTOR**

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MISSION STATEMENT

The overall mission of the Tax Collector is to collect all tax revenue due to the City in accordance with Connecticut State Statutes and to provide the taxpayers of the City with information and assistance in a prompt and courteous manner.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 TAX COLLECTOR BUDGET DETAIL

Veronica Jones  
 Tax Collector

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01040 TAX COLLECTOR</b>								
	44368	115 WASHINGTON AVE - PILOT	0	0	0	17,000	17,000	17,000
	47279	HOUSING TAX PILOT OFFSET BILL	239,160	0	0	0	0	0
	44346	UNITED CEREBRAL PALSY PILOT	14,639	14,932	14,932	14,932	14,932	0
	44347	144 GOLDEN HILL STREET PILOT	0	152,784	91,572	91,572	91,572	0
	44348	GOODWILL-HELMS HOUSING PILOT	8,730	9,063	6,140	9,063	9,063	2,923
	44349	PARK CITYRCH PILOT	73,922	76,139	73,922	73,922	73,922	0
	44355	930 MAIN ST PILOT	0	0	0	82,634	82,634	82,634
	44358	JEFFERSON SCHOOL PILOT	18,747	0	20,169	20,169	20,169	0
	44340	ARTSPACE READS BUILDING PILOT	77,855	80,420	75,804	75,804	75,804	0
	44370	SYCAMORE HOUSING ASSOC. PILOT	0	144,505	0	93,763	93,763	93,763
	44372	DOMINION BPT FUEL CELL PILOT	0	250,000	0	250,000	250,000	250,000
	44373	WASHINGTON PARK PILOT	39,573	37,971	39,753	39,753	39,753	0
	44392	881 LAFAYETTE BLVD PILOT	81,239	0	0	0	0	0
	44393	PREMIUM ON LIEN SALE	130,784	184,697	0	0	0	0
	44460	CLINTON COMMONS PILOT	27,583	27,583	27,583	27,583	27,583	0
	44325	CASA PILOT	14,512	14,802	14,231	14,231	14,231	0
	44698	TELECOMM. ACCESS INE TAXES	256,854	271,032	400,000	260,000	260,000	-140,000
	44321	CITY TRUST PILOT	214,918	221,366	231,451	231,451	231,451	0
	44689	MISCELLANEOUS PILOTS	125,000	0	35,000	35,000	35,000	0
	41348	MUNIC SHARE SALES TAXES FUND	0	0	0	9,758,441	9,874,826	9,874,826
	41305	TAX COLLECTOR: 3030 PARK	860,247	903,269	903,269	903,269	903,269	0
	44323	ARCADE PILOT	0	76,732	35,907	35,907	35,907	0
	41347	MUNIC SHARE LIEU OF TAXES	0	0	0	3,236,058	0	0
	44324	CAPTAIN COVE PILOT	50,000	5,000	120,000	80,000	80,000	-40,000
	41355	TAX COLLECTOR: ATM FEES	0	0	1,500	1,500	1,500	0
	41538	COPIES	0	0	2,500	2,500	2,500	0
	41693	CURRENT TAXES: ALL PROPERTIES	284,351,697	291,238,982	285,845,755	302,096,161	304,061,726	18,215,971
	41694	ONE MILL TAX FOR LIBRARY SERVS	0	0	6,829,089	5,825,185	5,825,185	-1,003,904
	41699	FORECLOSED PROPERTIES	12,624	0	0	0	0	0
	41702	PENALTIES: CURRENT TAXES	2,023,291	1,967,984	1,705,480	1,900,000	1,900,000	194,520
	41703	PENALTIES: ARREARS TAXES	497,028	853,817	1,810,000	700,000	900,000	-910,000
	41704	LIEN FEES	183,021	173,923	175,000	175,000	175,000	0
	44319	LAFAYETTE BLVD LOFTS PILOT	137,367	0	0	0	0	0
	44320	BROAD STREET PILOT	28,560	29,417	65,684	33,274	33,274	-32,410
	44322	EAST MAIN STREET PILOT	19,400	23,698	26,650	26,650	26,650	0
	41697	ARREARS TAXES	2,496,125	2,098,326	4,100,000	2,400,000	2,400,000	-1,700,000
	41346	MUNIC SHARE VEHICLE TAXES	0	0	0	5,222,047	0	0
<b>01040 TAX COLLECTOR</b>			<b>291,982,876</b>	<b>298,856,441</b>	<b>302,651,391</b>	<b>333,732,869</b>	<b>327,556,714</b>	<b>24,905,323</b>

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01040 TAX COLLECTOR</b>						
PERSONNEL SERVICES	666,215	727,165	778,575	738,341	738,341	40,234
OTHER PERSONNEL SERV	40,420	39,654	44,975	43,475	43,475	1,500
FRINGE BENEFITS	261,857	300,368	311,335	283,164	283,164	28,171
OPERATIONAL EXPENSES	31,090	24,551	35,014	35,014	35,014	0
SPECIAL SERVICES	260,542	220,628	304,596	404,596	404,596	-100,000
	<b>1,260,125</b>	<b>1,312,365</b>	<b>1,474,495</b>	<b>1,504,590</b>	<b>1,504,590</b>	<b>-30,095</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
	1			ACCOUNTING CLERK I (35 HOURS)	45,340	46,979	-1,639
	7			TAX COLLECTOR CLERK (35 HOURS)	336,662	347,791	-11,129
	2			TAX COLL CLERK SPAN(35 HOURS)	98,076	101,623	-3,547
	1			ACCOUNTANT	75,138	83,750	-8,612
		1		DEPUTY TAX COLLECTOR	79,560	0	79,560
	1			TAX COLLECTOR	99,652	111,073	-11,421
<b>01040000</b>	<b>1</b>			<b>DATA COORDINATOR</b>	<b>44,147</b>	<b>47,125</b>	<b>-2,978</b>
TAX COLLECTOR	<b>Total</b>	<b>13</b>	<b>1</b>		<b>778,575</b>	<b>738,341</b>	<b>40,234</b>

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
**TAX COLLECTOR** **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
<b>TAX COLLECTOR</b>							
Total Taxes Collectible	\$ 307,251,742	\$ 312,560,538	\$ 324,525,415	\$ 336,641,533	\$ 341,471,864	\$ 342,040,435	\$ 341,471,864
Total Taxes Collected	\$ 269,003,157	\$ 270,246,151	\$ 281,439,779	\$ 289,259,683	\$ 293,925,589	\$ 173,772,205	\$ 293,925,589
Taxes: current A/R	\$ 6,789,925	\$ 7,559,254	\$ 7,473,927	\$ 8,918,080	\$ 5,070,884	\$ 124,310,345	\$ 5,070,884
Taxes: arrears A/R	\$ 31,458,659	\$ 34,755,132	\$ 35,611,710	\$ 38,463,769	\$ 42,475,391	\$ 43,957,885	\$ 42,475,391
Interest: current (1)	\$ 2,088,542	\$ 1,944,056	\$ 1,915,545	\$ 2,023,293	\$ 1,967,984	\$ 400,339	\$ 1,967,984
Interest: arrears (1)	\$ 1,185,198	\$ 1,305,048	\$ 1,170,615	\$ 729,705	\$ 972,624	\$ 435,036	\$ 972,624
Bulk Assignment: taxes current	\$ 9,401,445	\$ 7,541,203	\$ 7,174,508	\$ 7,711,155	\$ 7,568,554	0	\$ 7,568,554
Bulk Assignment: taxes arrears		N/A	N/A	N/A	N/A	N/A	N/A
Bulk Assignment: interest current	\$ 1,031,835	\$ 786,290	\$ 715,692	\$ 785,187	\$ 733,128	\$ -	\$ 733,128
Bulk Assignment: interest arrears	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>CURRENT YEAR COLLECTED</b>							
Percent collected (current year)	97.52%	97.25%	97.39%	96.96%	98.29%	58.19%	98.29%
Permits - approvals	1,987	1,895	1,900	1,850	2,300	950	2,300
<b>INFORMATION REQUESTS</b>							
Telephone	7,562	7,320	7,250	7,500	7,460	3,730	7,460
Mail/fax - Sent (2)	2,354	1,965	1,950	1,800	1,820	650	1,820
Walk-in Request (3)	18,524	16,524	16,524	16,450	16,200	8,000	16,200
Mortgage company tapes	10	10	10	10	5	5	5
Tax bills	210,856	209,656	173,692	165,655	169,528	169,528	169,528
Transfers to suspense	406,860	406,860	891,177	106,684	208,876		208,876
Liens filed (4)	2,968	2,514	2,153	2,315	2,214		2,214
Delinquent demands and warrants (4)	35,625	48,480	45,189	58,467	42,211	23,000	42,211

(1) Not available at this time.

(2) Requests from lawyers, mortgage companies, et cetera.

(3) With office upgrades, we anticipate fewer walk-in requests.

(4) Liens, Demands & Warrants information are an estimate.

**FY 2016-2017 GOALS**

- 1) Continue staff development through education and cross-training to maximize the customer service experience.
- 2) Continue to decrease wait time for constituents by opening all 7 windows for payment processing during peak collection months.
- 3) Continue to decrease expenses by enhancing fee collection.
- 4) Set up a suggestion box.
- 5) Continue to clean up personal property records to improve collections efforts.
- 6) Continue to offer extending hours during peak collection months.
- 7) Create a Reader friendly Bill to make tax bill easier to read.

**FY 2015-2016 GOAL STATUS**

- 1) Continue staff development through cross-training and education opportunities to maximize customer service experience.  
6 MONTH STATUS: *ongoing and continued success: 8 out of 13 staff members attending or attended Tax Collection's education courses.*
- 2) Streamline Tax Bill look-up/payments on-line to make it easier for constituents.  
6 MONTH STATUS: *Successful and completed. Online look up and payment system is now more user friendly.*
- 3) Continue efforts to clean up personal property records to enhance collection efforts.  
6 MONTH STATUS: *Continuing and ongoing. Liens filed on all delinquent personal property accounts. Hired a collection agency to collect personal property taxes. Working with Tax Assessor to Audit Personal Property accounts. Working with City Attorney for increased collection.*
- 4) Reinstigate having Assessor's department personnel located during tax collection seasons in the Collector's office to enhance customers experience.  
6 MONTH STATUS: *Continuing and ongoing.*

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 TAX COLLECTOR PROGRAM HIGHLIGHTS/APPROPRIATION SUPPLEMENT

- 5) Institute suggestion box to better understand customer issues.  
6 MONTH STATUS: *Continuing and ongoing.*
- 6) Continue to decrease wait time for constituents.  
6 MONTH STATUS: *Continuing and successful, the average wait-time has been reduced by 20%*
- 7) Increase efficiency in payment process by sending reminder notices to include the payment stub.  
6 MONTH STATUS: *Continuing and Successful. We currently mail out four statements a year.*
- 8) Decrease expenses by enhancing fee collection.  
6 MONTH STATUS: *Implementing. We are requesting the reinstatement of charging \$2.00 for reprint of bills.*
- 9) Provide Customer Service training for staff.  
6 MONTH STATUS: *Ongoing and continuing.*

FY 2015-2016 ADDITIONAL ACCOMPLISHMENTS

- 1) Staff trained in most procedures of tax collections.
- 2) Increased payment processing time thereby decreasing volume of incoming calls.
- 3) Online Tax bill look-up and payment options are now more user-friendly.
- 4) Reduced wait time in line by 15%

APPROPRIATION SUPPLEMENT

Org#	Org Descript	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01040 TAX COLLECTOR</b>									
		51000	FULL TIME EARNED PAY	666,215	727,165	778,575	738,341	738,341	40,234
01	PERSONNEL SERVICES			666,215	727,165	778,575	738,341	738,341	40,234
		51106	REGULAR STRAIGHT OVERTIME	12,410	10,052	12,500	12,500	12,500	0
		51108	REGULAR 1.5 OVERTIME PAY	11,458	10,293	14,500	14,500	14,500	0
		51116	HOLIDAY 2X OVERTIME PAY	0	0	500	500	500	0
		51140	LONGEVITY PAY	15,375	16,725	17,475	15,975	15,975	1,500
		51156	UNUSED VACATION TIME PAYOUT	1,178	2,584	0	0	0	0
02	OTHER PERSONNEL SERV			40,420	39,654	44,975	43,475	43,475	1,500
		52360	MEDICARE	8,244	8,996	9,206	9,427	9,427	-221
		52385	SOCIAL SECURITY	2,296	0	2,327	2,715	2,715	-388
		52504	MERF PENSION EMPLOYER CONT	86,639	99,240	86,849	82,296	82,296	4,553
		52917	HEALTH INSURANCE CITY SHARE	164,679	192,133	212,953	188,726	188,726	24,227
03	FRINGE BENEFITS			261,857	300,368	311,335	283,164	283,164	28,171
		53430	OTHER INSURANCE	0	2,550	9,020	9,020	9,020	0
		53605	MEMBERSHIP/REGISTRATION FEES	201	416	521	521	521	0
		53610	TRAINING SERVICES	1,548	1,289	1,812	1,125	1,125	687
		53705	ADVERTISING SERVICES	3,991	4,346	3,851	3,851	3,851	0
		53710	OTHER COMMUNICATION SERVICES	267	340	617	900	900	-283
		53905	EMP TUITION AND/OR TRAVEL REIM	1,441	1,550	1,797	1,797	1,797	0
		54675	OFFICE SUPPLIES	21,389	12,173	14,800	14,800	14,800	0
		55145	EQUIPMENT RENTAL/LEASE	250	250	700	700	700	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	2,004	1,637	1,896	2,300	2,300	-404
04	OPERATIONAL EXPENSES			31,090	24,551	35,014	35,014	35,014	0
		56040	BOOKBINDING SERVICES	0	0	208	208	208	0
		56045	BUILDING MAINTENANCE SERVICE	175	0	385	385	385	0
		56105	BANKING SERVICES	7,017	23,021	23,021	23,021	23,021	0
		56110	FINANCIAL SERVICES	41,009	50,292	50,654	50,654	50,654	0
		56130	LEGAL SERVICES	104,947	56,507	125,563	125,563	125,563	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	22,649	23,979	24,325	24,325	24,325	0
		56180	OTHER SERVICES	0	0	0	100,000	100,000	-100,000
		56225	SECURITY SERVICES	414	426	441	441	441	0
		59015	PRINTING SERVICES	84,330	66,403	80,000	80,000	80,000	0
05	SPECIAL SERVICES			260,542	220,628	304,596	404,596	404,596	-100,000
<b>01040 TAX COLLECTOR</b>				<b>1,260,125</b>	<b>1,312,365</b>	<b>1,474,495</b>	<b>1,504,590</b>	<b>1,504,590</b>	<b>-30,095</b>

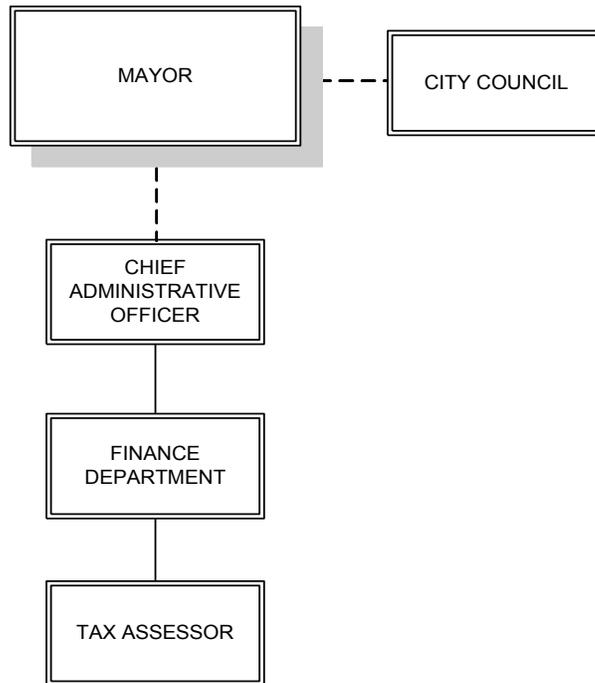
FINANCE DIVISIONS  
**TAX ASSESSOR**

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MISSION STATEMENT

The primary statutory responsibility of the Department of Assessment is to develop the annual Grand List of Taxable and Exempt properties and to assure fair valuation and equitable distribution of assessment for all property owners. The statutory obligation of the Assessment Department is to discover, value, and list real and personal property consistent with state law. The Department of Assessment is staffed by nine full-time employees.

Grand List includes three principal categories: 1) Real Estate; 2) Personal Property; and 3) Motor Vehicles. The net taxable Grand List for October 1, 2010 (FY 2011-2012) was composed of approximately 34,650 parcels of Real Estate, approximately 4,875 Personal Property accounts, and approximately 72,500 Motor Vehicles. Included in the continuous maintenance of the Grand List is the administration of approximately 10,000 personal exemptions, 1,245 elderly tax credits, and approximately 150 Commercial Personal Property Exemptions. There are approximately 1,930 parcels of Tax Exempt Real Property (churches, schools, charitable organizations, etc.) totaling approximately \$2.89 Billion.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 TAX ASSESSOR BUDGET DETAIL

Daniel Kenny  
 Acting City Assessor

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01041</b>	<b>TAX ASSESSOR</b>							
	44357	MUNI VIDEO COMPETITION TST REV	151,391	0	150,000	0	0	-150,000
	44692	MASHANTUCKET PEQUOT/MOHEGAN FD	6,156,637	6,192,581	6,255,073	5,928,463	5,913,094	-341,979
	44691	MANUFACTURING MACHINERY & EQUIPME	2,333,181	0	896,106	0	0	-896,106
	44690	DISTRESSED MUNICIPALITY TAX EXEMP	211,002	322,834	211,000	198,975	198,975	-12,025
	44687	STATE-OWNED PROPERTY PILOT	2,754,074	3,012,598	2,828,175	2,385,650	2,367,096	-461,079
	44686	TAX EXEMPT HOSPITALS	7,563,747	7,962,794	7,500,503	7,512,451	7,454,025	-46,478
	44684	ELDERLY EXEMPTION-ADDITIONAL VET	33,196	31,703	36,000	29,000	29,000	-7,000
	44683	ELDERLY EXEMPTION-TOTALLY DISABL	16,936	16,291	17,000	15,000	15,000	-2,000
	44682	ELDERLY EXEMPTION-OWNERS PROGRAM	711,592	739,199	700,000	700,000	700,000	0
	44680	ELDERLY/DISABLED FREEZETAX REIMB	10,000	8,000	16,334	7,500	7,500	-8,834
	41538	COPIES	3,967	4,358	3,500	3,500	3,500	0
	44681	DCA TAX ABATEMENT	261,405	29,641	0	0	0	0
<b>01041</b>	<b>TAX ASSESSOR</b>		<b>20,207,126</b>	<b>18,320,000</b>	<b>18,613,691</b>	<b>16,780,539</b>	<b>16,688,190</b>	<b>-1,925,501</b>

APPROPRIATION SUMMARY

Org#		FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01041</b>	<b>TAX ASSESSOR</b>						
	PERSONNEL SERVICES	584,247	602,310	654,730	710,501	710,501	-55,771
	OTHER PERSONNEL SERV	29,734	25,424	58,625	57,500	57,500	1,125
	FRINGE BENEFITS	158,251	188,609	187,727	194,805	194,805	-7,078
	OPERATIONAL EXPENSES	26,008	21,827	33,813	33,813	33,813	0
	SPECIAL SERVICES	194,028	56,528	431,348	188,348	188,348	243,000
		<b>992,268</b>	<b>894,699</b>	<b>1,366,243</b>	<b>1,184,967</b>	<b>1,184,967</b>	<b>181,276</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY 2016	ADOPTED FY 2017	VARIANCE
	5			TAX ASSESSMENT CLERK (35 HOURS	240,233	249,766	-9,533
	2		1	PROPERTY APPRAISER I (35 HOURS	154,571	106,321	48,250
	1			PROPERTY APPRAISER II (35 HOUR	54,406	60,866	-6,460
	1			TAX ASSESSOR	110,398	112,699	-2,301
	1			DEPUTY TAX ASSESSOR	95,122	106,024	-10,902
<b>01041000</b>		<b>1</b>		<b>ASSISTANT SPECIAL PROJ. MANAGER</b>	<b>0</b>	<b>74,825</b>	<b>-74,825</b>
TAX ASSESSOR	Total	10	1		654,730	710,501	-55,771

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
**TAX ASSESSOR** **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	ESTIMATED 2015-2016
<b>TAX ASSESSOR</b>						
Real estate parcels	34,799	34,605	34,634	34,682	34,624	34,511
Income and expense analysis	3,250	3,275	3,583	3,189	3,252	3280
Real estate adjustments value adds	240	209	114	279	273	280
Real estate adjustments value deletes	157	125	236	164	134	154
Real estate adjustments changes	1,670	1,681	1,720	1,152	1,150	1140
Deed transfers	3,047	5,399	6,619	6,650	6,850	6880
Fire and demolition activity reviews	156	157	137	136	132	135
Tax map changes	56	131	92	110	240	150
New Building permits reviewed	529	559	727	816	852	800
Active Building permits (open)	2,020	1,438	1,386	595	680	600
Exempt applications	68	65	72	82	80	90
Exemption prorates	36	55	52	75	75	80
Certificates of occupancy/prorates	230	409	607	325	285	300
Personal Property Accounts	5,400	4,566	4,604	4,412	4,435	4369
Pers. Prop. Accts. Audit	500	350	400	450	390	480
Pers. Prop. Accts. Adds (Net Change)	350	255	350	400	420	440
Pers. Prop. Accts. Value Changes	4,000	3,500	4,015	4,400	4,330	4320
Motor Vehicles	71,527	72,460	72,867	73,881	75,200	76136
Motor vehicles add-ons - By Referrals	255	198	220	297	252	280
Motor vehicles add-ons - By Discovery	95	25	30	40	25	30
Motor vehicles deletes	2,760	3,120	2,740	2,650	2,710	2750
Motor vehicles changes Pro-rates	7,950	8,700	8,210	8,100	8,230	8350
Elderly tax relief # of annual apps	1,312	1,296	1,310	1,289	1,190	1220
Economic development programs	61	64	64	61	64	68
Veteran exemptions, SS, & Blind	5,451	5,170	5,170	4,860	4,939	4960
<i>Information requests</i>						
Telephone	128,400	125,000	130,000	131,000	132,000	132,500
Mail/fax/Email	5,160	5,275	5,170	5,210	5,450	5,550
Walk-in Requests for Information	34,400	33,950	34,600	34,750	36,250	36,500
<i>Revaluation Activity:</i>						
<b>GRAND LIST</b>						
Assessor's Grand List	\$7.16 Billion	\$7.16 Billion	\$7.19 billion	\$6.99 Billion	\$7.13 Billion	* \$6.041 Billion
Exempt property activity	\$3.15 Billion	\$3.155 Billion	\$3.203 billion	\$3.241 Billion	\$3.107 Billion	* \$2.209 Billion
Exemptions (personal) activity	\$178. Million	\$166.3 Million	\$174.9 million	\$180.9 Million	\$125.7 Million	* \$104.8 Million
Board of Assessment Appeal changes	(\$14 Million)	(\$14 Million)	(\$11 million)	(\$7.0 Million)	(\$9.6 Million)	(\$11 Million)
Increases in Grand List	(\$33.6 Million)	\$65.9 Million	\$65.9 million	(\$200 Million)	\$140 Million	** (\$1.08 Billion)
Final net taxable Grand List	\$6.9 Billion	\$7 Billion	\$7 billion	\$6.9 Billion	\$7.1 Billion	\$6.03 Billion

\* 2015 Revaluation  
 \*\* Decrease

Please note: Changes in the Grand List, in light of the current conditions in the housing market and economy, are hard to predict.

**FY 2016-2017 GOALS**

- 1) Continue to focus on staff development via CAAO (Connecticut Association of Assessing Officers) education offerings and conduct weekly staff meetings to foster a team approach to problem identification and resolution.
- 2) Achieve real property assessment equity and uniformity for the 2015 Revaluation by complying with revaluation standards set forth CGS 12-62i-1 (12).
- 3) Continue to assist the Board of Assessment Appeals in a timely and professional manner.
- 4) Initiate an external audit program for personal property that will foster accurate filings of personal property declarations by businesses and individuals.
- 5) Implement valuation and administrative software changes as part of other office efficiencies.

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 TAX ASSESSOR PROGRAM HIGHLIGHTS/APPROPRIATION SUPPLEMENT

FY 2015-2016 GOAL STATUS

- 1) Prepare and complete the 2015 Grand List Statistical Revaluation of the City.  
6 MONTH STATUS: *Completed and implemented the 2015 Grand List Revaluation.*
  
- 2) Assist the taxpayers to the best of our ability in an informative, prompt and courteous manner, whether by phone, email or in our office.  
6 MONTH STATUS: *Ongoing policy.*
  
- 3) Resolve remaining tax appeals.  
6 MONTH STATUS: *Ongoing process.*
  
- 4) Meet with business owners to resolve any potential or unresolved issues.  
6 MONTH STATUS: *In addition, conducted meetings with business owners at property locations, to resolve any potential declaration filing and valuation issues.*

APPROPRIATION SUPPLEMENT

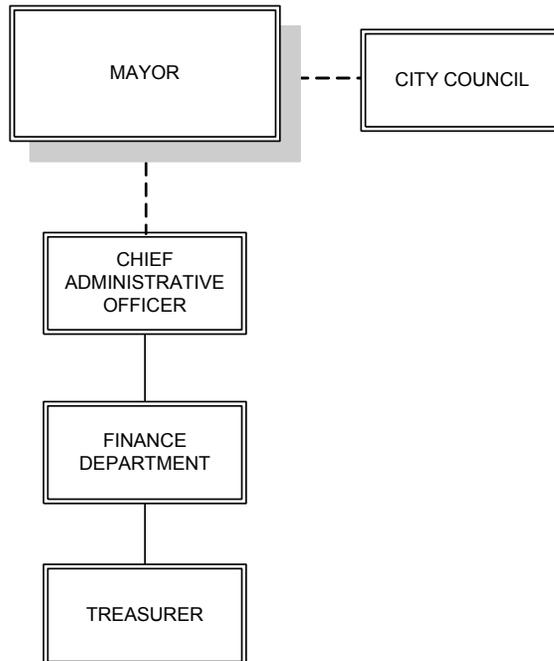
Org#	Org Descript	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01041 TAX ASSESSOR</b>									
		51000	FULL TIME EARNED PAY	584,247	602,310	654,730	710,501	710,501	-55,771
01	PERSONNEL SERVICES			584,247	602,310	654,730	710,501	710,501	-55,771
		51106	REGULAR STRAIGHT OVERTIME	387	366	10,000	10,000	10,000	0
		51108	REGULAR 1.5 OVERTIME PAY	273	291	0	0	0	0
		51140	LONGEVITY PAY	8,025	9,788	10,500	9,375	9,375	1,125
		51156	UNUSED VACATION TIME PAYOUT	5,229	1,010	0	0	0	0
		51403	ASSESSMENT APPEALS STIPENDS	15,821	13,970	38,125	38,125	38,125	0
02	OTHER PERSONNEL SERV			29,734	25,424	58,625	57,500	57,500	1,125
		52360	MEDICARE	8,639	8,683	9,273	9,900	9,900	-627
		52385	SOCIAL SECURITY	3,004	496	2,427	3,993	3,993	-1,566
		52399	UNIFORM ALLOWANCE	600	600	800	600	600	200
		52504	MERF PENSION EMPLOYER CONT	70,862	78,302	72,577	78,539	78,539	-5,962
		52917	HEALTH INSURANCE CITY SHARE	75,145	100,528	102,650	101,773	101,773	877
03	FRINGE BENEFITS			158,251	188,609	187,727	194,805	194,805	-7,078
		53605	MEMBERSHIP/REGISTRATION FEES	2,369	1,739	1,384	1,384	1,384	0
		53610	TRAINING SERVICES	2,146	550	3,393	3,393	3,393	0
		53705	ADVERTISING SERVICES	519	831	1,103	909	909	194
		53720	TELEPHONE SERVICES	0	0	0	194	194	-194
		53905	EMP TUITION AND/OR TRAVEL REIM	741	259	1,126	1,126	1,126	0
		54555	COMPUTER SUPPLIES	698	0	1,080	1,080	1,080	0
		54595	MEETING/WORKSHOP/CATERING FO	446	559	884	884	884	0
		54675	OFFICE SUPPLIES	7,818	7,236	5,455	5,455	5,455	0
		54705	SUBSCRIPTIONS	3,508	1,763	1,615	1,615	1,615	0
		54725	POSTAGE	4,274	6,066	9,654	9,654	9,654	0
		55055	COMPUTER EQUIPMENT	0	0	1,706	1,706	1,706	0
		55145	EQUIPMENT RENTAL/LEASE	0	0	1,488	1,488	1,488	0
		55150	OFFICE EQUIPMENT	0	0	1,350	1,350	1,350	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	3,489	2,825	3,575	3,575	3,575	0
04	OPERATIONAL EXPENSES			26,008	21,827	33,813	33,813	33,813	0
		56040	BOOKBINDING SERVICES	7,500	750	9,606	10,606	10,606	-1,000
		56055	COMPUTER SERVICES	38,632	25,962	35,369	34,369	34,369	1,000
		56095	APPRAISAL SERVICES	12,925	6,300	43,000	43,000	43,000	0
		56100	AUDITING SERVICES	0	0	373	373	373	0
		56180	OTHER SERVICES	134,972	23,516	343,000	100,000	100,000	243,000
05	SPECIAL SERVICES			194,028	56,528	431,348	188,348	188,348	243,000
01041	TAX ASSESSOR			992,268	894,699	1,366,243	1,184,967	1,184,967	181,276

FINANCE DIVISIONS  
TREASURY

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MISSION STATEMENT

Our mission is to act as the custodian of all funds belonging to the City of Bridgeport. Our objectives include maximizing on-line Banking Services from each Financial Institution to expedite wire transfers, stop payments, and check retention needed for research purposes. We work with Financial Institutions to implement on-line investment practices, and deposit and invest all funds in any national or state bank/trust company. We comply with all regulations, orders and ordinances made by the City Council. Our activities include the distribution of all payroll and vendor checks. In addition, we make all payments for Debt Service and prepare and maintain all records of monetary transactions for the City of Bridgeport.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET

TREASURY

BUDGET DETAIL

Terri Coward  
*Manager*

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
01045	TREASURY							
	41246	EARNINGS ON INVESTMENTS	41,467	33,020	75,000	27,000	27,000	-48,000
	41564	ADMINISTRATIVE FEE/OVERHEAD ALLO	18,083	0	50,000	0	0	-50,000
01045	TREASURY		59,550	33,020	125,000	27,000	27,000	-98,000

APPROPRIATION SUMMARY

Org#		FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
01045	TREASURY						
	PERSONNEL SERVICES	174,707	177,911	175,977	198,373	198,373	-22,396
	OTHER PERSONNEL SERV	900	975	1,050	1,125	1,125	-75
	FRINGE BENEFITS	32,626	33,623	28,999	39,184	39,184	-10,185
	OPERATIONAL EXPENSES	8,787	4,099	11,534	13,534	13,534	-2,000
	SPECIAL SERVICES	68,766	52,483	80,800	75,800	75,800	5,000
		285,786	269,090	298,360	328,016	328,016	-29,656

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY 2016	ADOPTED FY 2017	VARIANCE
	1			CITY TREASURER	78,466	92,250	-13,784
				PAYROLL PROCESSOR (P/T)	22,373	22,373	0
01045000	1			ACCOUNTANT	75,138	83,750	-8,612
TREASURY	Total	2			175,977	198,373	-22,396

FY 2016-2017 ADOPTED GENERAL FUND BUDGET

TREASURY

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
<b>TREASURER</b>							
Pension Checks issued	10,842	10,560	10,546	10,526	9,580	4,627	9,400
Vendor Checks mailed	21,648	19,249	18,433	18,972	17,096	8,998	18,989
Payroll Checks distributed	182,240	181,317	175,608	174,899	152,465	76,995	155,000
<b>DEBT ISSUANCES</b>							
Total bank accounts	108	88	85	80	80	80	80
Checking	43	37	31	30	30	30	30
Savings	41	38	37	35	35	35	35
Investment	8	11	14	12	12	12	12
ZBA	2	2	3	3	3	3	3
R & T accounts	14	0	0	0	0	0	0
<b>TOTAL BANK BALANCES</b>							
Checking	\$ 11,046,815	\$ 12,456,200	\$ 22,662,746	\$ 23,000,000	\$ 21,639,242	\$ 25,853,036	\$ 30,000,000
Savings	\$ 14,054,442	\$ 20,704,321	\$ 7,106,608	\$ 7,500,000	\$ 7,920,355	\$ 7,500,000	\$ 7,500,000
Reich & Tang	\$ 9,483,191	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Investment	\$ 85,952,311	\$ 117,034,387	\$ 120,177,012	\$ 122,000,000	\$ 78,494,541	\$ 73,271,417	\$ 75,000,000

**FY 2016-2017 GOALS**

- 1) To provide exceptional Treasury services for the City of Bridgeport to residents, pensioners, employees, visitors and the business community.
- 2) To create new and maintain excellent relationships with our banking partners to benefit the City of Bridgeport.

**FY 2015-2016 GOAL STATUS**

- 1) To provide exceptional Treasury services for the City of Bridgeport to residents, pensioners, employees, visitors and the business community.  
**6 MONTH STATUS:** *The Treasurer's Office continues to provide exceptional service to all constituents and stakeholders who contact our office.*
- 2) To maintain excellent relationships with our banking partners to benefit the City of Bridgeport.  
**6 MONTH STATUS:** *The Treasurer's Office continues to maintain excellent relationships with our banking partners.*

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
**TREASURY** **APPROPRIATION SUPPLEMENT**  
**APPROPRIATION SUPPLEMENT**

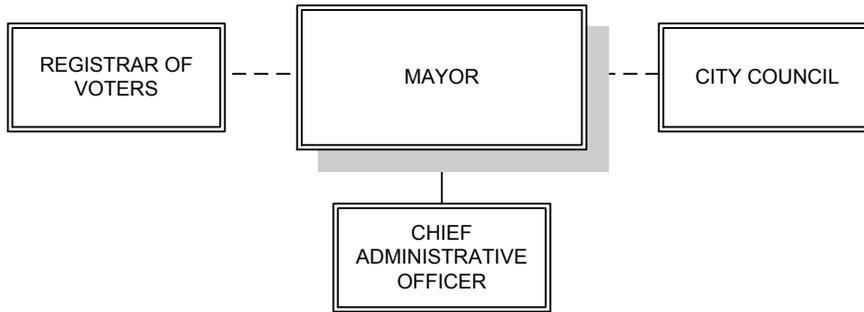
Org#	Org Description	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01045</b>	<b>TREASURY</b>								
		51000	FULL TIME EARNED PAY	174,707	177,911	175,977	198,373	198,373	-22,396
<b>01</b>	<b>PERSONNEL SERVICES</b>			174,707	177,911	175,977	198,373	198,373	-22,396
		51140	LONGEVITY PAY	900	975	1,050	1,125	1,125	-75
		51156	UNUSED VACATION TIME PAYOUT	0	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>			900	975	1,050	1,125	1,125	-75
		52360	MEDICARE	2,542	2,586	2,527	2,801	2,801	-274
		52385	SOCIAL SECURITY	0	0	0	0	0	0
		52504	MERF PENSION EMPLOYER CONT	19,813	20,048	16,873	19,324	19,324	-2,451
		52917	HEALTH INSURANCE CITY SHARE	10,271	10,989	9,599	17,059	17,059	-7,460
<b>03</b>	<b>FRINGE BENEFITS</b>			32,626	33,623	28,999	39,184	39,184	-10,185
		53605	MEMBERSHIP/REGISTRATION FEES	245	0	400	400	400	0
		53750	TRAVEL EXPENSES	0	50	600	600	600	0
		53905	EMP TUITION AND/OR TRAVEL REIM	0	0	84	84	84	0
		54555	COMPUTER SUPPLIES	7,378	3,590	7,500	9,000	9,000	-1,500
		54595	MEETING/WORKSHOP/CATERING FO	0	0	200	200	200	0
		54675	OFFICE SUPPLIES	1,163	459	2,000	2,500	2,500	-500
		55150	OFFICE EQUIPMENT	0	0	750	750	750	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>			8,787	4,099	11,534	13,534	13,534	-2,000
		56105	BANKING SERVICES	60,474	51,846	65,000	65,000	65,000	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	800	637	800	800	800	0
		56205	PUBLIC SAFETY SERVICES	7,492	0	15,000	10,000	10,000	5,000
<b>05</b>	<b>SPECIAL SERVICES</b>			68,766	52,483	80,800	75,800	75,800	5,000
<b>01045</b>	<b>TREASURY</b>			<b>285,786</b>	<b>269,090</b>	<b>298,360</b>	<b>328,016</b>	<b>328,016</b>	<b>-29,656</b>

GENERAL GOVERNMENT DIVISIONS  
REGISTRAR OF VOTERS

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MISSION STATEMENT

To seek better ways to provide services to encourage all eligible residents to exercise their right to vote; conduct elections in a fair, accurate and efficient manner; maintain a continuous professional level of service to the public; and develop new techniques to improve outreach services which acknowledge the diversity of the city of Bridgeport.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 REGISTRAR OF VOTERS BUDGET DETAIL

Santa Ayala / Linda Grace  
*Registrars*

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
01050		REGISTRAR OF VOTERS						
	41260	DISKETTE FEES	0	75	100	100	100	0
01050		REGISTRAR OF VOTERS	0	75	100	100	100	0

APPROPRIATION SUMMARY

Org#		FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
01050	REGISTRAR OF VOTERS						
	PERSONNEL SERVICES	471,123	500,400	408,984	438,534	438,534	-29,550
	OTHER PERSONNEL SERV	36,370	36,078	42,875	43,100	43,100	-225
	FRINGE BENEFITS	100,439	88,586	81,541	85,092	85,092	-3,551
	OPERATIONAL EXPENSES	45,651	62,674	84,924	84,924	84,924	0
	SPECIAL SERVICES	31,458	45,250	66,515	66,515	66,515	0
		<b>685,040</b>	<b>732,989</b>	<b>684,840</b>	<b>718,165</b>	<b>718,165</b>	<b>-33,326</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
	2			REGISTRAR OF VOTERS	138,750	154,652	-15,902
	2			DEPUTY REGISTRAR OF VOTERS	104,702	116,704	-12,002
				SEASONAL EMPLOYEES UNDER GRANT	120,000	120,000	0
01050000	1			SECRETARIAL ASSISTANT	45,532	47,178	-1,646
REGISTRAR OF VOTERS	<b>Total</b>	5			<b>408,984</b>	<b>438,534</b>	<b>-29,550</b>

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 REGISTRAR OF VOTERS PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013
<b>ELECTION STATISTICS</b>			
Registered Voters	67,525	71,825	70,322
Total Voters	12,316	37,510	8,161
Percentage Turnout	18.24%	52.22%	11.61%

**MANDATED SERVICES**

The Registrar of Voters is responsible for registering voters and conducting Federal, State, Special and Local elections. The Registrar prepares the published notices of elections and lists of offices for which candidates are to be nominated. It is the Registrars' duty to accept and check the nominating petitions of candidates for office. The Registrar is also required to establish and revise voting precincts, provide for the tabulation of returns on election night and conduct the official canvass of votes cast. The Registrar is also responsible for the following:

- 1) Responsible for conducting hand count of machine read ballots after elections if jurisdiction is subject to audit.
- 2) Responsible for completing and filing audit paperwork with the Secretary of State.
- 3) Able to hire additional officials on Election Day, the day after the election if the need arises.
- 4) Mandated to electronically update voter file with information as to who voted after every election.
- 5) All challenge and provisional ballot supplies which used to be provided by the Town Clerk must now be provided by the Registrar.
- 6) Responsible for determining the amount of ballots that will be ordered for use at each polling place (Registrar must now pay for the printing of the ballots).
- 7) Able to determine if two shifts of election officials will be used at an election without legislative body approval.
- 8) Assume the Town Clerk's responsibility for providing polling place supplies to moderators on the day before the election.
- 9) Responsible for training poll workers on the proper procedures to follow including the procedure to accommodate an individual who is at the polls but is unable to enter the polling place (curb-side voting).
- 10) Responsible for storage of all voted ballots after the election and up until the 14 day lock-down period has expired or the audit is complete. After the 14 day lock-down the Registrar must (1) transmit the absentee ballots for long-term storage and (2) keep all voted ballots used at the polls for long term storage.
- 11) Responsible for training Absentee Ballot election officials.
- 12) Responsible for providing supplies for a paper ballot election, an Election where no voting tabulators are used.
- 13) Responsible for assisting and ensuring that the Head Moderator completes and files the Head Moderator's Return with the Secretary of the State.

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 REGISTRAR OF VOTERS APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Org Descript Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01050 REGISTRAR OF VOTERS</b>								
	51000	FULL TIME EARNED PAY	285,482	289,543	288,984	318,534	318,534	-29,550
	51100	PT TEMP/SEASONAL EARNED PA	185,641	210,858	120,000	120,000	120,000	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>471,123</b>	<b>500,400</b>	<b>408,984</b>	<b>438,534</b>	<b>438,534</b>	<b>-29,550</b>
	51106	REGULAR STRAIGHT OVERTIME	1,163	797	8,800	8,800	8,800	0
	51108	REGULAR 1.5 OVERTIME PAY	25,410	25,334	30,250	30,250	30,250	0
	51140	LONGEVITY PAY	2,775	2,925	3,825	4,050	4,050	-225
	51156	UNUSED VACATION TIME PAYOUT	7,023	7,023	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>36,370</b>	<b>36,078</b>	<b>42,875</b>	<b>43,100</b>	<b>43,100</b>	<b>-225</b>
	52360	MEDICARE	5,764	6,015	5,814	6,243	6,243	-429
	52385	SOCIAL SECURITY	6,435	6,383	7,979	7,347	7,347	632
	52504	MERF PENSION EMPLOYER CONT	40,126	40,634	31,946	35,193	35,193	-3,247
	52917	HEALTH INSURANCE CITY SHARE	48,113	35,554	35,802	36,309	36,309	-507
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>100,439</b>	<b>88,586</b>	<b>81,541</b>	<b>85,092</b>	<b>85,092</b>	<b>-3,551</b>
	53050	PROPERTY RENTAL/LEASE	675	1,428	2,200	2,200	2,200	0
	53605	MEMBERSHIP/REGISTRATION FEES	0	0	550	550	550	0
	53705	ADVERTISING SERVICES	168	0	1,100	1,100	1,100	0
	53750	TRAVEL EXPENSES	0	0	578	578	578	0
	53905	EMP TUITION AND/OR TRAVEL REIM	24	464	6,600	6,600	6,600	0
	54675	OFFICE SUPPLIES	2,174	1,070	6,050	6,050	6,050	0
	55090	ELECTION EQUIPMENT	42,610	57,489	63,800	63,800	63,800	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	0	2,223	4,047	4,047	4,047	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>45,651</b>	<b>62,674</b>	<b>84,924</b>	<b>84,924</b>	<b>84,924</b>	<b>0</b>
	56170	OTHER MAINTENANCE & REPAIR S	0	0	2,428	2,428	2,428	0
	56180	OTHER SERVICES	31,458	45,250	64,087	64,087	64,087	0
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>31,458</b>	<b>45,250</b>	<b>66,515</b>	<b>66,515</b>	<b>66,515</b>	<b>0</b>
<b>01050</b>	<b>REGISTRAR OF VOTERS</b>		<b>685,040</b>	<b>732,989</b>	<b>684,840</b>	<b>718,165</b>	<b>718,165</b>	<b>-33,326</b>

GENERAL GOVERNMENT DIVISIONS

CITY CLERK

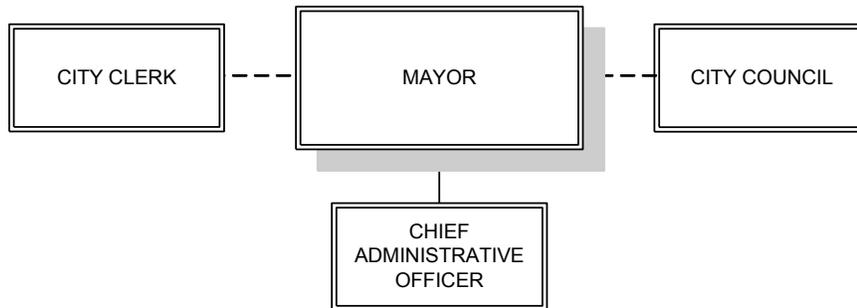
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MISSION STATEMENT

To provide clerical staff and support to the City Council and their standing and special committees; to provide accurate records of actions and proceedings of the City Council to all Council members, municipal departments, and interested citizens under the requirements of the State of Connecticut's Freedom of Information Act. To act as guardian of the City seal, affixing only to proper and valid municipal documents and to accept and record all services, summonses and writs against the City.

Under the City Hall Committee division, the staff provides clerical assistance to the City Hall Committee (a three-member board) consisting of the City Clerk, the City Council President, and the Director of Finance. This committee is charged by Charter with the upkeep of the City Hall building, the assignment of office space, the sale of various City owned properties, and the assignment, questions, and complaints relating to the City Hall parking facilities.

We value: responsiveness to the needs of all customers; neutrality and professionalism; fostering honest, open communication between the public, Council and staff; personal and professional commitment to quality customer service; and consistency, fairness, mutual respect and courtesy in our work environment.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 CITY CLERK BUDGET DETAIL

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Lydia Martinez  
 City Clerk

REVENUE SUMMARY

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*Not Applicable*

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>CITY CLERK 01055</b>						
PERSONNEL SERVICES	232,469	267,506	283,693	309,274	309,274	-25,581
OTHER PERSONNEL SERV	4,968	3,900	4,875	3,375	3,375	1,500
FRINGE BENEFITS	83,257	84,078	80,655	83,938	83,938	-3,283
OPERATIONAL EXPENSES	13,503	8,850	28,552	30,352	30,352	-1,800
SPECIAL SERVICES	25,314	22,961	33,884	33,884	33,884	0
	<b>359,512</b>	<b>387,295</b>	<b>431,659</b>	<b>460,823</b>	<b>460,823</b>	<b>-29,164</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
	1		CITY CLERK	33,620	37,472	-3,852
	1		ASSISTANT CITY CLERK	75,598	84,262	-8,664
	1		TYPIST I (35 HOURS)	33,899	35,997	-2,098
	2		TYPIST III (35 HRS)	97,777	103,839	-6,062
01055000	1		LEGISLATIVE LIAISON	42,799	47,704	-4,905
OFFICE OF THE CITY CLERK	<b>Total</b>	6		<b>283,693</b>	<b>309,274</b>	<b>-25,581</b>

FY 2016-2017 ADOPTED GENERAL FUND BUDGET

CITY CLERK

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	6 MONTH	ESTIMATED
	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016
<b>CITY CLERK</b>							
Incoming files processed	156	271	180	193	177	137	250
Finalized/Outgoing files Processed	144	263	174	179	151	64	200
Council/Committee Agendas Processed	186	169	236	206	200	114	190
Council/Committee Minutes Processed	129	175	148	132	170	52	180
<b>INTERDEPARTMENTAL SERVICES</b>							
Requests for records research fulfilled	993	984	1,001	1,063	1,153	712	1,000
Requests for certifications fulfilled	534	521	631	625	641	297	650
<b>CONSTITUENT SERVICES</b>							
Records research requests pursuant to FOIA	552	563	575	544	524	181	580
Certified record requests	53	51	65	47	31	10	50
Filings/Postings pursuant to FOIA	1,310	1,356	1,387	1,392	1,400	1,300	1,500
Claims/Summonses/Writs against the City Processed	622	605	451	443	493	256	500

**FY 2016-2017 GOALS**

- 1) Continue to provide courteous and professional service to elected officials, city staff and most importantly the citizens of the City of Bridgeport.
- 2) Continue to assist departments with research and document retrieval in a timely manner.
- 3) Begin researching on a records management system for the files in the City Clerk's vault. This will serve as a time and cost savings to the City as follows:
  - Time savings
    - faster filing and retrieval of information
    - fewer misfiles
    - higher staff efficiency and productivity
  - Cost Savings
    - less frequent purchase of filing equipment and supplies
    - less space used for filing in the vault
    - less time spent on filing
    - less costly recovery of council records

(Higher productivity and lower costs are the main benefits of good file management)

**FY 2015-2016 GOAL STATUS**

- 1) To continue to provide support to the City Council, City Departments and residents by preparing and distributing materials in a timely, efficient, and streamlined manner, with an emphasis on electronic access initiatives that increase information availability while reducing cost where possible.  
6 MONTH STATUS: *Ongoing and continuous.*
- 2) Begin implementing new internal forms for City Clerk Staff for processing of City Council Submissions and resolution form for City Council members as well. The prior forms are outdated with information having to be written or manually typed. The new forms will have fields already entered and more user friendly for quick input of City Council Submission items.  
6 MONTH STATUS: *Completed.*
- 3) Begin discussion with City Clerk on re-opening office to five days a week.  
6 MONTH STATUS: *Completed. The office is now open five days a week.*

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
CITY CLERK APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

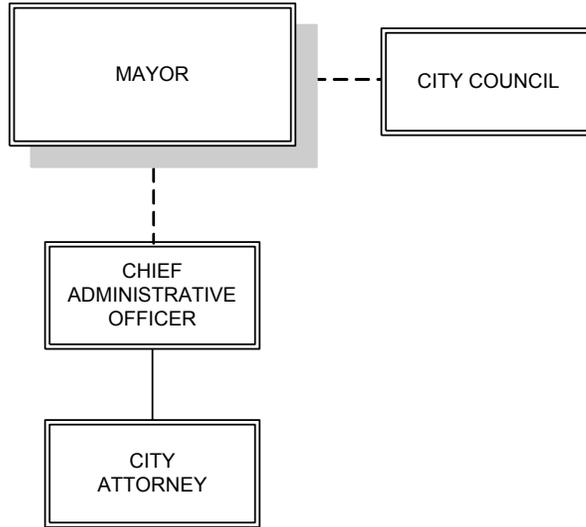
Org#	Org Descript	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01055</b>	<b>CITY CLERK</b>								
		51000	FULL TIME EARNED PAY	232,469	267,506	283,693	309,274	309,274	-25,581
<b>01</b>	<b>PERSONNEL SERVICES</b>			232,469	267,506	283,693	309,274	309,274	-25,581
		51140	LONGEVITY PAY	3,675	3,900	4,875	3,375	3,375	1,500
		51156	UNUSED VACATION TIME PAYOUT	1,293	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>			4,968	3,900	4,875	3,375	3,375	1,500
		52360	MEDICARE	3,301	3,830	3,990	4,335	4,335	-345
		52385	SOCIAL SECURITY	0	1,015	0	0	0	0
		52504	MERF PENSION EMPLOYER CONT	30,699	32,997	31,483	34,110	34,110	-2,627
		52917	HEALTH INSURANCE CITY SHARE	49,257	46,237	45,182	45,493	45,493	-311
<b>03</b>	<b>FRINGE BENEFITS</b>			83,257	84,078	80,655	83,938	83,938	-3,283
		53605	MEMBERSHIP/REGISTRATION FEES	310	320	550	550	550	0
		53705	ADVERTISING SERVICES	6,377	3,619	9,500	9,500	9,500	0
		53750	TRAVEL EXPENSES	0	0	4,500	5,500	5,500	-1,000
		54675	OFFICE SUPPLIES	4,832	3,444	4,200	5,000	5,000	-800
		54700	PUBLICATIONS	15	0	24	24	24	0
		54720	PAPER AND PLASTIC SUPPLIES	18	14	18	18	18	0
		55055	COMPUTER EQUIPMENT	0	0	2,400	2,400	2,400	0
		55150	OFFICE EQUIPMENT	1,952	1,452	2,360	2,360	2,360	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	0	0	5,000	5,000	5,000	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>			13,503	8,850	28,552	30,352	30,352	-1,800
		56055	COMPUTER SERVICES	961	4,775	6,400	6,400	6,400	0
		56085	FOOD SERVICES	268	0	340	340	340	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	2,168	2,007	3,000	3,000	3,000	0
		56180	OTHER SERVICES	21,917	16,179	24,144	24,144	24,144	0
<b>05</b>	<b>SPECIAL SERVICES</b>			25,314	22,961	33,884	33,884	33,884	0
<b>01055</b>	<b>CITY CLERK</b>			359,512	387,295	431,659	460,823	460,823	-29,164

GENERAL GOVERNMENT DIVISIONS  
CITY ATTORNEY

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MISSION STATEMENT

We provide legal representation in accordance with the City Charter to the City, its officers, City Council, and its boards and commissions. We provide prosecution and defense services for all civil actions brought in any state or federal court or before any administrative board or agency.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
CITY ATTORNEY BUDGET DETAIL

R. Christopher Meyer  
Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
01060	CITY ATTORNEY							
	41543	FORECLOSURE COST RECOVERY	0	100	5,000	1,000	1,000	-4,000
01060	CITY ATTORNEY		0	100	5,000	1,000	1,000	-4,000

APPROPRIATION SUMMARY

Org#		FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
01060	CITY ATTORNEY						
	PERSONNEL SERVICES	1,744,811	1,865,527	1,987,260	2,368,396	2,311,603	-324,343
	OTHER PERSONNEL SERV	65,050	50,084	14,025	13,500	13,500	525
	FRINGE BENEFITS	540,938	588,415	610,332	696,174	696,174	-85,842
	OPERATIONAL EXPENSES	1,330,587	1,300,737	1,278,362	1,972,189	1,768,362	-490,000
	SPECIAL SERVICES	1,125,279	774,904	708,300	708,300	708,300	0
		<b>4,806,666</b>	<b>4,579,666</b>	<b>4,598,279</b>	<b>5,758,558</b>	<b>5,497,938</b>	<b>-899,660</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
		1	LEGA ASST. TO CITY ATTORNEY	0	65,000	-65,000
	1		CITY ATTORNEY	95,123	127,213	-32,090
	1		DEPUTY CITY ATTORNEY	99,652	100,981	-1,329
	4		ASSISTANT CITY ATTORNEY	210,588	227,171	-16,583
	2		LEGAL SECRETARY (35 HOURS)	97,462	104,221	-6,759
	2		COLLECTION AIDE (35 HRS)	91,408	84,030	7,378
	3		PARALEGAL	161,691	159,152	2,539
	8	1	ASSOCIATE CITY ATTORNEY	1,063,336	1,213,579	-150,243
01060000		1	CLERICAL ASSISTANT	0	41,133	-41,133
CITY ATTORNEY	Total	21		1,819,260	2,122,480	-303,220

FY 2016-2017 GOALS

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- 1) Provide legal representation to the City of Bridgeport, its officers, employees, the City Council and its committees, and all Boards and Departments.
- 2) Supplement in-house personnel resources to further reduce reliance on outside legal counsel.
- 3) Refine legal support to the Administration and the City's lobbyists with respect to managing priority City legislative initiatives.
- 4) Support major infrastructure projects that the office is partnering on with other departments (i.e. The Airport's runway relocation & safety zone installation, WPCA regionalization, and School Building Committee construction).
- 5) Promote team goals and team litigation and to maximize delivery of legal services.
- 6) Prioritize proper and timely reporting in accordance with State and Federal reporting requirements.
- 7) Maximize workload and performance data via Abacus Law program to increase efficiency of service delivery. Analyze workload and performance data via Abacus Law program to produce risk and loss management initiatives for discussion with Administration and City Council.
- 8) Promote case review procedures providing case review within 90 days. When an exposure is identified, prioritize subsequent case review-based exposure and implement appropriate defense handling thereafter. This will significantly cut down on backlogged cases in this department.
- 9) Continue to reduce number and dollar amounts of payouts for claims and lawsuits filed against the City, its officers and employees.
- 10) Encourage/foster professional training to improve personnel performance.
- 11) Increase legal services level to standing agencies, boards, commissions and committees.

FY 2015-2016 GOAL STATUS

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- 1) Together with the City Council's Special Rules Committee, draft and procure adoption of revised Rules of the City Council to facilitate efficient Council proceedings.  
6 MONTH STATUS: *We continue to provide legal representation and guidance to the City Council and its committees.*
- 2) Supplement in-house personnel resources to further reduce reliance on outside legal counsel.  
6 MONTH STATUS: *This remains a critical goal we are working towards.*
- 3) Support major infrastructure projects that the office is partnering on with other departments (i.e. The Airport's runway relocation & safety zone installation, WPCA regionalization, and School Building Committee construction.).  
6 MONTH STATUS: *This remains a critical goal we continue to support for both cost savings and infrastructure improvements.*
- 4) In conjunction with the CAO and Purchasing Department, present proposed amendments to the City Council regarding the City's current Purchasing Ordinance and Purchasing Board's rules, regulations, policies and procedures of procurement of excess liability insurance coverage.  
6 MONTH STATUS: *Ongoing.*
- 5) Reorganize staff attorney work groups (litigation, business/development, administrative law support, and legal opinions/advice) to maximize delivery of legal services.  
6 MONTH STATUS: *We are working to promote team goals and team litigation to maximize delivery of legal services.*

FY 2016-2017 ADOPTED GENERAL FUND BUDGET

CITY ATTORNEY

PROGRAM HIGHLIGHTS

- 6) Continue to reduce number and dollar amounts of payouts for claims and lawsuits filed against the City, its officers and employees.

6 MONTH STATUS: *Ongoing effort, coordination and communication between departments is critical in some instances, we have implemented a monthly meeting between key stakeholders to foster communication and cooperation to reduce liability impacts in preventable situations.*

- 7) Encourage/foster professional training to improve personnel performance.

6 MONTH STATUS: *Ongoing.*

- 8) Increase legal services level to standing agencies, boards, commissions and committees.

6 MONTH STATUS: *As always, we work to provide legal council to all interested agencies, boards, commissions and committees whose conduct impacts the City of Bridgeport from a legal standpoint.*

APPROPRIATION SUPPLEMENT

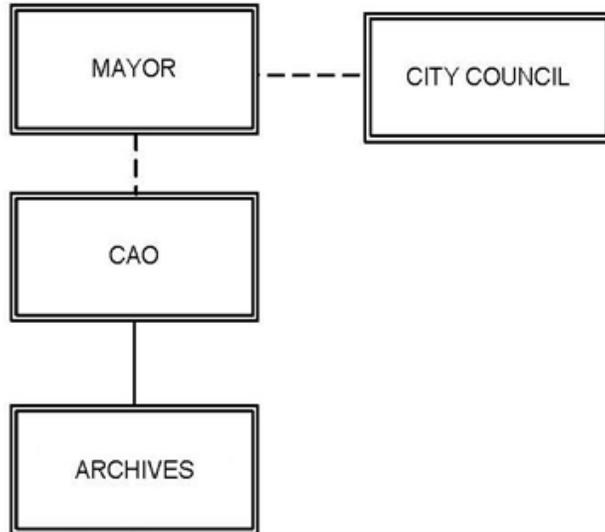
Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01060 CITY ATTORNEY</b>								
	51000	FULL TIME EARNED PAY	1,579,311	1,707,027	1,798,138	2,179,273	2,122,480	-324,343
	51099	CONTRACTED SALARIES	165,500	158,500	189,123	189,123	189,123	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>1,744,811</b>	<b>1,865,527</b>	<b>1,987,260</b>	<b>2,368,396</b>	<b>2,311,603</b>	<b>-324,343</b>
	51106	REGULAR STRAIGHT OVERTIME	2,939	1,712	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	9,931	6,575	0	0	0	0
	51140	LONGEVITY PAY	15,700	12,450	14,025	13,500	13,500	525
	51156	UNUSED VACATION TIME PAYOUT	36,480	29,347	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>65,050</b>	<b>50,084</b>	<b>14,025</b>	<b>13,500</b>	<b>13,500</b>	<b>525</b>
	52360	MEDICARE	20,703	22,142	22,983	27,912	27,912	-4,929
	52385	SOCIAL SECURITY	821	451	2,258	28,074	28,074	-25,816
	52504	MERF PENSION EMPLOYER CONT	207,345	222,690	200,010	239,232	239,232	-39,222
	52917	HEALTH INSURANCE CITY SHARE	312,070	343,131	385,081	400,956	400,956	-15,875
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>540,938</b>	<b>588,415</b>	<b>610,332</b>	<b>696,174</b>	<b>696,174</b>	<b>-85,842</b>
	53005	PERSONAL PROPERTY CLAIMS AWARD	175,186	83,114	116,500	200,000	150,000	-33,500
	53010	PERSONAL PROPERTY CLAIMS ATTY	1,074,597	1,149,237	1,090,000	1,703,827	1,550,000	-460,000
	53605	MEMBERSHIP/REGISTRATION FEES	6,485	7,552	2,300	5,800	5,800	-3,500
	53610	TRAINING SERVICES	0	0	928	1,000	1,000	-72
	53705	ADVERTISING SERVICES	256	477	0	2,375	2,375	-2,375
	53905	EMP TUITION AND/OR TRAVEL REIM	6,129	3,860	3,500	6,000	6,000	-2,500
	54675	OFFICE SUPPLIES	15,474	13,881	18,947	15,000	15,000	3,947
	54700	PUBLICATIONS	10,103	3,133	2,894	2,894	2,894	0
	54705	SUBSCRIPTIONS	29,168	26,855	30,105	22,105	22,105	8,000
	55155	OFFICE EQUIPMENT RENTAL/LEAS	13,188	12,628	13,188	13,188	13,188	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>1,330,587</b>	<b>1,300,737</b>	<b>1,278,362</b>	<b>1,972,189</b>	<b>1,768,362</b>	<b>-490,000</b>
	56095	APPRAISAL SERVICES	0	0	500	500	500	0
	56130	LEGAL SERVICES	946,814	614,941	498,800	500,000	500,000	-1,200
	56131	LITIGATION SERVICES	170,714	149,737	199,000	199,000	199,000	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	4,472	9,617	8,700	7,500	7,500	1,200
	56180	OTHER SERVICES	3,278	609	1,300	1,300	1,300	0
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>1,125,279</b>	<b>774,904</b>	<b>708,300</b>	<b>708,300</b>	<b>708,300</b>	<b>0</b>
<b>01060</b>	<b>CITY ATTORNEY</b>		<b>4,806,666</b>	<b>4,579,666</b>	<b>4,598,279</b>	<b>5,758,558</b>	<b>5,497,938</b>	<b>-899,660</b>

GENERAL GOVERNMENT DIVISIONS  
ARCHIVES & RECORDS

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MISSION STATEMENT

This department directs the orderly and systematic maintenance, preservation, and disposition of the records of the City of Bridgeport in compliance with State and Federal laws. To do so it operates a records center for the storage of non-current records, and an archive for the City's permanent and historical documents. The program encourages the efficient and economical organization and retrieval of information. The Records Manager/Archivist assists other departments in solving records and filing problems, arranges for the destruction of obsolete materials, microfilms permanent records, and answers a variety of questions from the public about the City's past and present operations.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 ARCHIVES & RECORDS BUDGET DETAIL

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*Patricia P. Ulatowski*  
 Manager

REVENUE SUMMARY

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*Not Applicable*

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01065 ARCHIVES</b>						
PERSONNEL SERVICES	53,484	55,894	58,087	49,532	0	58,087
FRINGE BENEFITS	18,843	20,282	20,497	19,591	19,591	906
OPERATIONAL EXPENSES	5,037	4,937	5,800	5,800	5,800	0
SPECIAL SERVICES	6,705	8,231	8,780	8,780	8,780	0
	<b>84,068</b>	<b>89,344</b>	<b>93,164</b>	<b>83,703</b>	<b>34,171</b>	<b>58,993</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
01065000	51000		1	ARCHIVIST	58,087	0	58,087
ARCHIVES & RECORDS	Total		1	(Employee paid out of Vital Statistics Dpt.)	58,087	0	58,087

FY 2016-2017 ADOPTED GENERAL FUND BUDGET

ARCHIVES

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
<b>ARCHIVES AND RECORDS CENTER</b>								
Full box	25	25	130	51	60	60	42	100
Original	211	211	290	415	500	500	319	325
Folder	140	140	80	225	300	280	135	200
Microcopy	45	45	30	35	48	32	30	50
Photocopy	300	300	325	725	700	610	420	600
Other Expenses	200	200	200	200	200	200	200	200
<b>Total Requests</b>	<b>921</b>	<b>921</b>	<b>1,055</b>	<b>1,651</b>	<b>1,808</b>	<b>1,682</b>	<b>1,142</b>	<b>1475</b>
<b>BOXES</b>								
Received	2,150	2,000	2,030	4,025	1,495	2,150	1,612	2,150
Destroyed	500	325	N/A	2,609	1,600	3,000	2,000	2,000
Total Boxes as of end of period	15,000	15,000	15,439	16,855	16,750	15,900	14,512	12,512
Total internal requests	1,000	975	1,200	1,310	1,090	1,085	820	1,100
Total requests by the public	20	15	1	7	2	15	23	30

**FY 2016-2017 GOALS**

- 1) Complete update of records center database to reflect current boxes and current locations of all city records stored at the center.
- 2) Continue to purge records as retention period is legally satisfied.
- 3) Work with Information Technology Director and City Attorney to develop a formal Electronic City Records Policy which will identify what is a record and who should be its custodian and for how long and in what format it should be retained. The group will work in concert with the Public Records Administrator in Hartford.
- 4) Guide departments with proper record preparation for archiving and transfer of documents to the center.

**FY 2015-2016 GOAL STATUS**

- 1) Complete inventory of all in-active records on top level of records center. This includes identifying all boxes and certifying their locations within the center and in the data base.  
6 MONTH STATUS: *Inventory has been completed.*
- 2) Continue with destruction and recycling of inactive records.  
6 MONTH STATUS: *Inventory of Records Center has been completed. Data of record locations and purge of box numbers must be entered into the Record Center database.*
- 3) Work with the Department of Aging on purging of records.  
6 MONTH STATUS: *The Department of Aging records have been legally purged.*

**FY 2015-2016 ADDITIONAL ACCOMPLISHMENTS**

- 1) Have begun the process of reviewing, organizing and preparing records stored at the Social Services office at 759 East Main Street for preparation to seek legal permission to destroy and purge. I am working with the staff at their site until the process is completed. I expect it will take up to 6 months to finish.

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 ARCHIVES & RECORDS APPROPRIATION SUPPLEMENT

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APPROPRIATION SUPPLEMENT

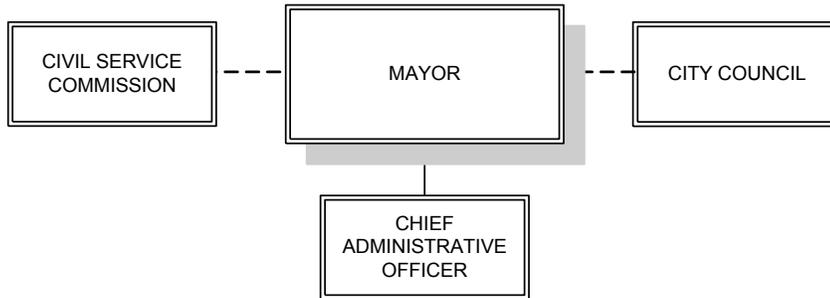
Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01065</b>	<b>ARCHIVES</b>							
	51000	FULL TIME EARNED PAY	53,484	55,894	58,087	49,532	0	58,087
<b>01</b>	<b>PERSONNEL SERVICES</b>		53,484	55,894	58,087	49,532	0	58,087
	52360	MEDICARE	724	754	780	656	656	124
	52504	MERF PENSION EMPLOYER CONT	6,953	7,235	6,337	5,404	5,404	933
	52917	HEALTH INSURANCE CITY SHARE	11,165	12,294	13,380	13,531	13,531	-151
<b>03</b>	<b>FRINGE BENEFITS</b>		18,843	20,282	20,497	19,591	19,591	906
	53710	OTHER COMMUNICATION SERVICES	1,495	1,228	2,000	2,000	2,000	0
	54660	LIBRARY SUPPLIES	500	440	500	500	500	0
	54675	OFFICE SUPPLIES	1,264	1,469	1,500	1,500	1,500	0
	55150	OFFICE EQUIPMENT	1,778	1,800	1,800	1,800	1,800	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		5,037	4,937	5,800	5,800	5,800	0
	56055	COMPUTER SERVICES	1,800	1,800	1,800	1,800	1,800	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	2,500	2,500	2,500	2,500	2,500	0
	56210	RECYCLING SERVICES	2,405	3,931	4,480	4,480	4,480	0
<b>05</b>	<b>SPECIAL SERVICES</b>		6,705	8,231	8,780	8,780	8,780	0
<b>01065</b>	<b>ARCHIVES</b>		<b>84,068</b>	<b>89,344</b>	<b>93,164</b>	<b>83,703</b>	<b>34,171</b>	<b>58,993</b>

GENERAL GOVERNMENT DIVISIONS  
CIVIL SERVICE

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MISSION STATEMENT

To serve as the central personnel office for the City of Bridgeport as prescribed by the City Charter.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 CIVIL SERVICE BUDGET DETAIL

David Dunn  
 Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01070 CIVIL SERVICE</b>								
	41538	COPIES	507	144	200	200	200	0
	41547	RESIDENTAPPLICATION/ADMINISTRATIVE	0	0	15,000	0	0	-15,000
	41548	NON-RESIDENTAPPLICATION/ADMINISTRATIVE	1,350	63,194	65,000	5,000	5,000	-60,000
<b>01070 CIVIL SERVICE</b>			<b>1,857</b>	<b>63,338</b>	<b>80,200</b>	<b>5,200</b>	<b>5,200</b>	<b>-75,000</b>

APPROPRIATION SUMMARY

Org#		FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01070 CIVIL SERVICE</b>							
	PERSONNEL SERVICES	424,589	444,865	445,449	279,912	448,885	-3,436
	OTHER PERSONNEL SERVICES	32,354	49,077	67,200	67,275	67,275	-75
	FRINGE BENEFITS	126,703	114,209	102,467	80,482	80,482	21,985
	OPERATIONAL EXPENSES	24,554	57,320	68,968	68,968	68,968	0
	SPECIAL SERVICES	186,930	159,836	219,587	304,587	304,587	-85,000
		<b>795,130</b>	<b>825,307</b>	<b>903,671</b>	<b>801,224</b>	<b>970,197</b>	<b>-66,526</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
	1			ADMINISTRATIVE ASSISTANT	75,598	84,262	-8,664
	1			RETIREMENT ADMINISTRATOR	70,831	73,391	-2,560
	1			CLERICAL ASSISTANT	37,824	39,192	-1,368
	1			PERSONNEL ASSISTANT I	64,451	63,645	806
	1			PERSONNEL ASSISTANT II	76,005	78,752	-2,747
01070000	1			PERSONNEL DIRECTOR	120,740	109,642	11,098
CIVIL SERVICE	<b>Total</b>	6			<b>445,449</b>	<b>448,885</b>	<b>-3,436</b>

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 CIVIL SERVICE PROGRAM HIGHLIGHTS

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SERVICE INDICATORS	ACTUAL	ACTUAL	ACTUAL	6 MONTH	ESTIMATED
	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016
<b>CIVIL SERVICE</b>					
Purged Files Destroyed	32,000	6,000	800	200	50
Retirement Processing	220	443	924	237	250
Library Hiring	21	11	15	7	16
Candidates tested for positions	1,182	353	1,069	259	701
<b>Positions Advertised</b>					
Clerical, Admin, Supervisory & Technical Applications	1,900	2,560	1,815	900	300
Seasonal, Crossing Guard & Custodial Applications	4,160	3,610	930	500	200
Total Applications Processed	6,060	6,170	2,745	1,400	500

**FY 2016-2017 GOALS**

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- 1) Process 2 hiring classes of Police entry level candidates in compliance with the City of Bridgeport Charter and Civil Service Rules and Regulations and Police Officer Standards and Training (POST) requirements.
- 2) Conduct Police department promotional exams for Sergeant, Lieutenant and Deputy Chief.
- 3) Conduct Fire department entry level Firefighter examination in compliance with City of Bridgeport Charter and Civil Service Rules and Regulations and the Connecticut State Fire Academy CPAT (Candidate Physical Ability Test) process.
- 4) Conduct Fire department promotional exams for Pumper Engineer, Lieutenant, and Assistant Chief.
- 5) Continue processing entry level examination for Custodian I.
- 6) Continue successful expansion of the non-competitive division through the systemic elimination and restructuring of the competitive division for civilian jobs.
- 7) Continue Civil Service efforts to expand the use and availability of the online application "applicant tracking" feature of MUNIS to eliminate the walk-in traffic and paper applications.
- 8) Continue and expand the use of social media such as Twitter, Facebook, Instagram etc. to post testing and hiring opportunities.
- 9) Pursue opportunities to reorganize Civil Service/Human Resources to enhance departmental and servicing efficiencies and to save money.

**FY 2015-2016 GOAL STATUS**

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- 1) Conduct a 2015-2016 entry level firefighter examination in compliance with Bridgeport City Charter, Civil Service Rules and Regulations, and State of Connecticut Fire Academy CPAT (Candidate Physical Ability Test).  
6 MONTH STATUS: CPAT scheduled April-May 2016; written exam June 2016; continued planning in process.
- 2) Conduct Police department promotional exams for Lieutenant, Captain, and Deputy Chief.  
6 MONTH STATUS: Lieutenant expired February 11, 2016; Captain was completed and 4 additional promotions were made January 2016; Deputy Chief expected retirements; these did not occur; exam postponed until 2017.
- 3) Conduct Fire department promotional exams for Lieutenant, Assistant Chief, Deputy Chief Executive Officer, and Maintenance Mechanic.  
6 MONTH STATUS: Lieutenant list August 2015; no vacancy has triggered exam yet; likewise, no vacancy has triggered exam yet for Assistant Chief; Captain completed and 1 appointment has been made; successfully completed list for Deputy Chief Executive Officer and not yet activated by Fire Administration; Maintenance Mechanic was posted twice resulting in no applicants and Civil Service Commission converted to open-competitive February 2016.

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
CIVIL SERVICE PROGRAM HIGHLIGHTS

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- 4) Conduct examinations for the Emergency Operations Center for Telecommunicators and Supervisors.  
6 MONTH STATUS: *Conducted typing with increased speed and accuracy requirement and written examination; oral exams in process.*
- 5) Conduct Custodian I entry level exam and Custodian IV promotional exam.  
6 MONTH STATUS: *Custodian IV scheduled for March 19, 2016; Custodian 1 postponed until summer 2016.*
- 6) Continue successful expansion of the non-competitive division through the systemic elimination and restructuring of the competitive division for civilian jobs.  
6 MONTH STATUS: *2 positions converted to open-competitive division: Maintenance Mechanic (FD), Data Coordinator.*
- 7) Continue Civil Service green efforts to expand the use and availability of the online application "applicant tracking" feature of MUNIS to eliminate the walk-in traffic and paper applications.  
6 MONTH STATUS: *Financial issues present roadblocks for implementation of applicant tracking.*
- 8) Continue and expand the use of social media such as Twitter, Facebook, Instagram etc. to post testing and hiring opportunities.  
6 MONTH STATUS: *The use of social media has proven to be very successful, without fees and significant costs, and will continue to be utilized.*

FY 2015-2016 ADDITIONAL ACCOMPLISHMENTS

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- 1) Successful transition of retirements into the MERS (Municipal Employees Retirement System) pension plan as well as the integration of Police and Fire Pension Plan A and B members.
- 2) Organization of department documents and archiving and destruction to keep work environment clean and safe. Use of more digital filing.
- 3) Streamlined the seasonal hiring process to accommodate 800 seasonal employees in a smooth and efficient manner.
- 4) Expanded use and formalization of pre-employment background process by retaining a security vendor.
- 5) Updated and streamlined the test day registration process from 3 hours to 1 hour with use of technology for both written and oral processes.
- 6) Included prominent community and civic leaders in the oral interview process for entry level police applicants.
- 7) No challenge to "content" on any Civil Service Public Safety and other exams and continued improvement of procedures associated with the examination process.
- 8) Significantly reduced timeline from exam inception to completion from two to three years experienced in past.
- 9) Exam customer feedback currently running A+; general public either in person or via telephone has been very positive and appreciative of extended information and assistance. Department has offered orientation sessions prior to exams to ease candidate anxiousness and provide opportunities to ask questions and get answers.

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
CIVIL SERVICE APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01070 CIVIL SERVICE</b>								
	51000	FULL TIME EARNED PAY	424,589	444,865	445,449	279,912	448,885	-3,436
<b>01</b>	<b>PERSONNEL SERVICES</b>		424,589	444,865	445,449	279,912	448,885	-3,436
	51102	ACTING PAY	6,143	0	0	0	0	0
	51106	REGULAR STRAIGHT OVERTIME	72	0	6,000	6,000	6,000	0
	51108	REGULAR 1.5 OVERTIME PAY	290	0	5,000	5,000	5,000	0
	51140	LONGEVITY PAY	1,875	1,950	1,200	1,275	1,275	-75
	51146	PROCTOR PAY	22,590	43,394	55,000	55,000	55,000	0
	51156	UNUSED VACATION TIME PAYOU	1,384	3,733	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		32,354	49,077	67,200	67,275	67,275	-75
	52360	MEDICARE	6,049	6,541	6,280	3,879	3,879	2,401
	52385	SOCIAL SECURITY	0	56	1,352	1,352	1,352	0
	52504	MERF PENSION EMPLOYER CONT	56,296	57,836	48,731	30,678	30,678	18,053
	52917	HEALTH INSURANCE CITY SHARE	64,359	49,776	46,104	44,573	44,573	1,531
<b>03</b>	<b>FRINGE BENEFITS</b>		126,703	114,209	102,467	80,482	80,482	21,985
	53050	PROPERTY RENTAL/LEASE	4,853	23,446	18,641	18,641	18,641	0
	53605	MEMBERSHIP/REGISTRATION FEES	70	120	350	350	350	0
	53705	ADVERTISING SERVICES	9,002	24,916	40,000	40,000	40,000	0
	53905	EMP TUITION AND/OR TRAVEL REIM	0	47	461	461	461	0
	54640	HARDWARE/TOOLS	1,262	762	1,000	1,000	1,000	0
	54675	OFFICE SUPPLIES	2,998	2,630	3,000	3,000	3,000	0
	54700	PUBLICATIONS	21	0	100	100	100	0
	54725	POSTAGE	0	0	16	16	16	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	5,400	5,400	5,400	5,400	5,400	0
	55530	OFFICE FURNITURE	947	0	0	0	0	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		24,554	57,320	68,968	68,968	68,968	0
	56085	FOOD SERVICES	4,793	4,188	10,000	10,000	10,000	0
	56110	FINANCIAL SERVICES	0	0	87	87	87	0
	56155	MEDICAL SERVICES	83,370	60,713	100,000	135,000	135,000	-35,000
	56165	MANAGEMENT SERVICES	95,418	90,490	100,000	150,000	150,000	-50,000
	56175	OFFICE EQUIPMENT MAINT SRVCS	98	1,459	2,000	2,000	2,000	0
	56180	OTHER SERVICES	3,252	2,986	7,500	7,500	7,500	0
<b>05</b>	<b>SPECIAL SERVICES</b>		186,930	159,836	219,587	304,587	304,587	-85,000
<b>01070</b>	<b>CIVIL SERVICE</b>		<b>795,130</b>	<b>825,307</b>	<b>903,671</b>	<b>801,224</b>	<b>970,197</b>	<b>-66,526</b>

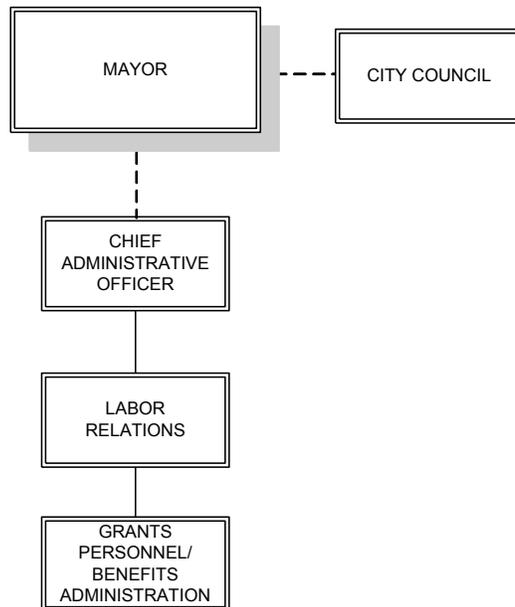
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GENERAL GOVERNMENT DIVISIONS  
GRANTS PERSONNEL /  
BENEFITS ADMINISTRATION

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MISSION STATEMENT

The Benefit Administration Office administers the group benefits and workers' compensation programs for the City and manages the benefits and workers' compensation expenditures for both the City and the Board of Education. The mission of the Benefits Office is to assure accurate, timely and efficient administration of employee benefit programs at fair cost to both the City's taxpayers, and its active and retired employees and their eligible dependents and to manage the distribution of financial resources and the delivery of these benefits with frugality, skill and professional judgment.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
GRANTS PERSONNEL/BENEFITS BUDGET DETAIL

Richard Weiner  
Manager

REVENUE SUMMARY

*Not applicable.*

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01075 HEALTH BENEFIT ADMINISTRATION</b>						
PERSONNEL SERVICES	846,920	838,866	705,114	708,712	667,579	37,535
OTHER PERSONNEL SERV	29,611	29,883	14,850	10,275	10,275	4,575
FRINGE BENEFITS	16,825,713	12,899,737	12,859,028	12,817,630	12,651,299	207,729
OPERATIONAL EXPENSES	5,290	6,069	11,450	8,950	8,950	2,500
SPECIAL SERVICES	34,218	19,035	42,250	69,750	69,750	-27,500
	<b>17,741,752</b>	<b>13,793,590</b>	<b>13,632,692</b>	<b>13,615,317</b>	<b>13,407,853</b>	<b>224,839</b>
<b>01080 EMPLOYEE &amp; ORGNZTNL DVLPMNT</b>						
OPERATIONAL EXPENSES	14,461	12,290	30,750	30,000	30,000	750
SPECIAL SERVICES	943	1,288	5,000	3,500	3,500	1,500
	<b>15,404</b>	<b>13,578</b>	<b>35,750</b>	<b>33,500</b>	<b>33,500</b>	<b>2,250</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY 2016	ADOPTED FY 2017	VARIANCE
	1			BENEFITS MANAGER	91,306	101,770	-10,464
	2			PAYROLL CLERK II	149,806	155,222	-5,416
	1			ADMINISTRATIVE ASSISTANT	41,204	45,926	-4,722
			1	HUMAN RESOURCE MANAGER	105,495	0	105,495
	3			CLERK A	80,666	80,211	455
	1			BENEFITS COORDINATOR	54,697	60,966	-6,269
	1			HUMAN RESOURCES GENERALIST (35	47,546	73,687	-26,141
	1			EMPLOYEE SERVICES COORDINATOR	65,880	73,430	-7,550
01075000	1			SENIOR PAYROLL ADMINISTRATOR (	68,514	76,366	-7,852
HUMAN RESOURCES/BENEFITS ADMIN. Total	11		1		705,114	667,579	37,535

**FY 2016-2017 ADOPTED GENERAL FUND BUDGET**  
**GRANTS PERSONNEL/BENEFITS** **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
<b>BENEFITS OFFICE</b>							
Number of plans managed	14	14	14	14	14	14	14
Annual Expenditure City and BOE, Active & Retired, Group & WC	\$100,521,382	\$108,731,099	\$107,723,400	\$117,496,812	\$111,907,038	\$55,589,325	\$107,449,696
Annual Expenditure City and BOE, Active & Retired, Group Only	\$88,174,808	\$95,593,091	\$96,290,446	\$106,632,399	\$100,473,447	\$50,201,976	\$96,842,587
Annual Expenditure City and BOE, Active & Retired, WC Only	\$12,346,574	\$13,138,008	\$11,432,954	\$10,829,401	\$11,433,591	\$5,387,349	\$10,560,609
Annual group benefit expenses for City & BOE Employees Only	\$53,524,970	\$58,358,120	\$57,982,605	\$64,211,931	\$60,968,548	\$30,631,492	\$59,238,682
City and BOE Employees under administration (excludes buy-out)	3,975	4,208	3,783	3,783	3,809	4,151	4,151
Annual benefit cost per active employee	\$13,465	\$13,868	\$15,327	\$16,974	\$16,006	\$14,759	\$14,271
Annual group benefit expenses for All retired employees	\$34,649,838	\$10,874,837	\$9,125,914	\$42,470,468	\$39,504,898	\$21,044,848	\$37,603,905
Annual benefit cost per Medicare-eligible retired employee	\$5,362	\$4,390	\$4,963	\$3,942	\$5,182	\$5,266	\$5,029
Annual benefit cost per non-Medicare retired employee	\$14,975	\$22,607	\$22,061	\$23,974	\$23,255	\$25,386	\$21,930
Medicare-Eligible Retirees	2,390	2,477	2,594	2,639	2,656	2,656	2,650
Non-Medicare Eligible Retirees	1,458	1,261	1,190	1,148	1,107	1,107	1,107
Retirees Receiving Medicare-B reimbursements	771	796	814	825	880	839	\$839
Retiree Drug Subsidy Payments Received	\$826,823	\$1,183,000	\$305,352	\$300,000	\$190,789	\$191,353	\$100,000
Employer Group Waiver Plan Subsidy	\$300,000	\$389,574	\$1,945,512	\$2,000,000	\$2,083,486	\$494,600	\$2,000,000
COBRA enrollments administered	35	63			47	52	75
Worker's Compensation Open Claims: start of year	482	578	537	526	530	343	343
Worker's Compensation Open Claims: end of year	588	534	526	530	343	220	220
WC Indemnity claims active at start of year	321	365	337	298	300	114	245
WC Indemnity claims filed (new)	124	133	71	100	114	52	100
WC Indemnity claims active at year end	358	332	298	300	245	90	200
WC Medical claims active at start of year	161	213	200	228	250	98	98
WC Medical claims filed (new)	502	454	528	500	561	190	500
WC Medical claims active at year end	230	200	228	250	98	40	70
WC Indemnity payments	\$3,227,331	\$2,899,788	\$3,432,993	\$2,944,164	\$3,114,837	\$1,443,069	\$2,778,000
WC Medical payments	\$4,616,404	\$5,915,880	\$4,496,045	\$4,046,086	\$3,640,668	\$2,076,748	\$4,667,000
H & H Medical claims active at start of year	61	55	51	47	47	33	33
H&H Medical claims filed (new)	1	0	0	0	1	1	0
H&H Medical claims active at year end	57	51	47	47	33	23	23
H&H Indemnity claims active at start of year	246	248	234	227	250	224	224
H&H Indemnity claims filed (new)	9	1	7	5	5	0	0
H&H Indemnity claims active at year end	248	234	227	250	224	202	195
Heart & Hypertension Payments	\$3,636,198	\$3,385,931	\$2,685,843	\$2,909,087	\$3,580,998	\$1,543,590	\$2,892,785

**FY 2016-2017 GOALS**

- 1) Affordable Care Act (ACA) Compliance: Undertake initiatives to expedite reporting requirements and evolving regulations under the Act. ACA reporting for 1095-C forms is a labor-intensive project requiring substantial manual intervention. Excise Tax: The effective date of the tax was postponed from 2018 to 2020 however this merely postpones the development of strategies to deal with the huge cost of the tax if it is not repealed or modified. We will need to begin planning for the onset of this tax.
- 2) Data acquisition for actuarial report on "Post Employment Benefits Other than Pensions." This is a biennial project that is labor intensive and time consuming. We will investigate initiatives that will speed the acquisition of this data.
- 3) RFPs: The following RFPs are scheduled for the coming fiscal year: vision benefits, short term/long term disability benefits, dental benefits and possibly medical benefits.
- 4) Medicare medical benefits: We will investigate the feasibility of moving our Medicare retirees to a self-insured format beginning in January, 2017.
- 5) Medicare prescription benefits: We will evaluate the success of the recent additions to the federally subsidized Employer Group Waiver Plan (EGWP) as well as consider feasibility of adding new retiree groups to the program.

**FY 2015-2016 GOAL STATUS**

- 1) The provisions of the Affordable Care Act become more rigorous in fiscal year 2015-2016. We will work to assure that we meet the standards for offering coverage to 95% of our full time workers. Affordability will be a greater issue next year as premium cost share continues to rise. We will develop goals to monitor compliance with this issue to afford the Administration the opportunity to decide on a course of action which will be either to pay a

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
GRANTS PERSONNEL/BENEFITS PROGRAM HIGHLIGHTS

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potential penalty for employees for whom the benefits are not affordable or provide a benefit program. We will continue to evaluate our strategy relative to the excise tax which takes effect in 2018. Out of Pocket Maximums of \$6,350 for individuals and \$12,700 for families will take effect on 7/1/15. The greatest impact of this provision will affect prescription drug benefits. Benefits deemed Essential Health Benefits (EHB) cannot be subject to calendar year maximums as of 7/1/15. The City previously eliminated this limitation on its benefits.

6 MONTH STATUS: *Complying with Employer Mandate to offer coverage to 95% of full time employees calls for monitoring the work hours to seasonal/part-time employees who do not receive health benefit to assure that they remain under the 30-hour average work week. Seasonal worker hours are captured each week and notices are regularly issued to departments employing these workers. A second requirement of the Employer Mandate calls for determining the affordability of insurance for all employees. Affordability is defined as the cost of benefits not exceeding 9.5% of W-2 wages. The City has about 50 people for whom benefits are not affordable; the Board Of Education has substantially more. The excise tax requirements while a potential problem for most municipalities in the northeast has been postponed two years.*

- 2) Workers Compensation: We shall explore the feasibility of paying heart and hypertension claims through the group carrier rather than through workers compensation.  
6 MONTH STATUS: *Research into this initiative suggests that while theoretically possible it will be impractical to implement. CIGNA has no experience administering such a program.*

- 3) Requests for Proposal: Five RFPs are under consider for fiscal year 2015-2016: Physical exams and Workers Compensations office visits; Workers Compensation Actuarial firm; Medicare Broker, Dental Benefits, and Group Life Insurance.  
6 MONTH STATUS: *An RFP for physical exams and workers compensation office visits was completed and an award was made to St. Vincent's Urgent Care facility. An RFP for a workers compensation actuarial firm was completed and an award was made to Financial Risk Analysts of North Carolina. An RFP for a Medicare Broker was completed and an award is pending. An RFP for group life insurance was completed and an award was made to Aetna Life Insurance. An RFP for dental benefits is postponed to FY-17.*

- 4) Wellness: We shall focus efforts on the principal factors people can control in preventing disease: weight management, smoking cessation, preventive care. In addition, we shall explore programs encouraging employees to complete the health risk assessment.  
6 MONTH STATUS: *A number of voluntary programs have been conducted including biometric program where employees are invited to input data regarding their health risk factors and receive a report from CIGNA, yoga and zumba exercise programs, sponsored by CIGNA are conducted weekly, weight loss and nutritional programs have been conducted.*

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FY 2015-2016 ADDITIONAL ACCOMPLISHMENTS

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- 1) Affordable Care Act Reporting: Form 1095-C's have to be issued to each employee and retiree reporting on the months that they had coverage in CY-15 and whether or not the coverage was affordable. This is a massive undertaking not only calling for calculation of the information but feeding into the MUNIS payroll system so it can be reported to employees and retirees.
- 2) Medicare prescription benefit program: Two additional groups of Medicare retirees were added to the Employer Group Waiver Plan (EGWP) a federally subsidized program which produces substantially more federal subsidies than its predecessor Retiree Drug Subsidy program. For FY-17, we project subsidies under this program to approach \$3 million. The

**FY 2016-2017 ADOPTED GENERAL FUND BUDGET**

**GRANTS PERSONNEL/BENEFITS PROGRAM HIGHLIGHTS/ APPROPRIATION SUPPLEMENT**

one downside to the EGWP program is that subsidies are paid retroactively in the 12-to-24 period following the conclusion of the calendar year.

- 3) Workers Compensation Brochure describing the program and the medical care network was revised and issued to all employees.

**APPROPRIATION SUPPLEMENT**

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01075 HEALTH BENEFIT ADMINISTRATION</b>								
	51000	FULL TIME EARNED PAY	846,920	838,866	705,114	708,712	667,579	37,535
<b>01</b>	<b>PERSONNEL SERVICES</b>		846,920	838,866	705,114	708,712	667,579	37,535
	51106	REGULAR STRAIGHT OVERTIME	388	20	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	337	0	0	0	0	0
	51140	LONGEVITY PAY	15,875	16,506	14,850	10,275	10,275	4,575
	51156	UNUSED VACATION TIME PAYOUT	13,012	13,356	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		29,611	29,883	14,850	10,275	10,275	4,575
	52008	DENTAL HMO - COBRA/RETIREE	3,000	3,000	2,000	2,000	2,000	0
	52024	DENTAL PPO - COBRA/RETIREE	2,300	2,300	2,600	2,600	2,600	0
	52129	VISION CLMS-CITY RETIREES	4,400	4,400	4,100	4,100	4,100	0
	52166	CLMS DNTL- CITY RETIREES	69,600	69,600	72,200	72,200	72,200	0
	52258	STATE OF CT ANNUAL ASMT FEE	162,000	162,000	188,510	188,510	188,510	0
	52260	CT 2ND INJURY FUND ASSESSM	264,000	264,000	245,100	245,100	245,100	0
	52262	WORKERS' COMP ADM FEE	455,000	455,000	455,000	455,000	455,000	0
	52270	WORKERS' COMP INDM - GEN G	110,100	110,100	672,155	672,155	672,155	0
	52286	WORKERS' COMP MED - GEN GO	115,200	115,200	0	0	0	0
	52360	MEDICARE	10,408	10,347	8,619	8,781	8,781	-162
	52385	SOCIAL SECURITY	1,153	1,483	1,124	9,799	9,799	-8,675
	52436	RX CLAIMS - CITY RET & COBRA	2,225,300	2,183,130	1,909,957	1,909,957	1,909,957	0
	52504	MERF PENSION EMPLOYER CONT	109,626	107,523	78,547	75,916	75,916	2,631
	52704	HEALTH ASO FEES: CITY RETIREES	251,600	251,600	262,500	262,500	262,500	0
	52890	CLAIMS DR/HSPTLS-CITY RETIREES	8,525,700	5,290,492	5,076,293	5,076,293	4,909,962	166,331
	52891	MEDICAL MEDICARE RETIREES F/P	1,123,100	460,284	460,284	460,284	460,284	0
	52892	MEDICAL MEDICARE CSG	3,151,866	3,151,866	3,151,866	3,151,866	3,151,866	0
	52899	ASO FEES-MEDICAL MEDICARE CSG	69,400	69,400	69,400	69,400	69,400	0
	52916	EMPLOYEE ASSISTANCE PROGRAM	30,505	32,067	40,000	35,000	35,000	5,000
	52917	HEALTH INSURANCE CITY SHARE	141,456	155,944	158,773	116,169	116,169	42,604
<b>03</b>	<b>FRINGE BENEFITS</b>		16,825,713	12,899,737	12,859,028	12,817,630	12,651,299	207,729
	53605	MEMBERSHIP/REGISTRATION FEES	0	0	500	500	500	0
	53705	ADVERTISING SERVICES	0	0	2,500	2,500	2,500	0
	53905	EMP TUITION AND/OR TRAVEL REIM	36	52	450	450	450	0
	54595	MEETING/WORKSHOP/CATERING FOOD	0	0	500	500	500	0
	54675	OFFICE SUPPLIES	4,011	4,425	5,000	5,000	5,000	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	1,243	1,592	2,500	0	0	2,500
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		5,290	6,069	11,450	8,950	8,950	2,500
	56090	ACTUARIAL SERVICES	12,000	10,000	12,000	25,000	25,000	-13,000
	56115	HUMAN SERVICES	8,452	8,840	15,000	15,000	15,000	0
	56130	LEGAL SERVICES	2,356	0	0	0	0	0
	56165	MANAGEMENT SERVICES	10,783	0	15,000	27,000	27,000	-12,000
	56175	OFFICE EQUIPMENT MAINT SRVCS	95	195	250	2,750	2,750	-2,500
	59015	PRINTING SERVICES	533	0	0	0	0	0
<b>05</b>	<b>SPECIAL SERVICES</b>		34,218	19,035	42,250	69,750	69,750	-27,500
<b>01075</b>	<b>HEALTH BENEFIT ADMINISTRATION</b>		<b>17,741,752</b>	<b>13,793,590</b>	<b>13,632,692</b>	<b>13,615,317</b>	<b>13,407,853</b>	<b>224,839</b>
<b>01080 EMPLOYEE &amp; ORGNZTNL DVLPMNT</b>								
	53610	TRAINING SERVICES	13,961	11,973	30,000	30,000	30,000	0
	55145	EQUIPMENT RENTAL/LEASE	500	318	750	0	0	750
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		14,461	12,290	30,750	30,000	30,000	750
	56085	FOOD SERVICES	943	1,288	5,000	3,500	3,500	1,500
<b>05</b>	<b>SPECIAL SERVICES</b>		943	1,288	5,000	3,500	3,500	1,500
<b>01080</b>	<b>EMPLOYEE &amp; ORGNZTNL DVLPMNT</b>		<b>15,404</b>	<b>13,578</b>	<b>35,750</b>	<b>33,500</b>	<b>33,500</b>	<b>2,250</b>

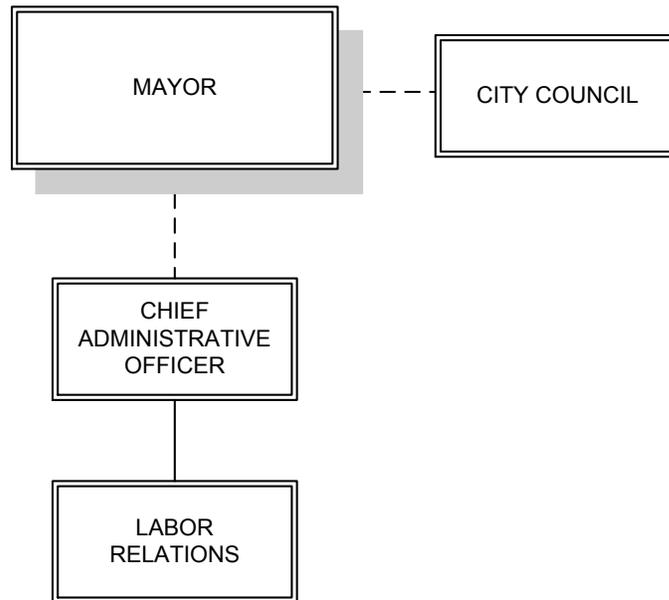
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GENERAL GOVERNMENT DIVISIONS  
LABOR RELATIONS

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MISSION STATEMENT

The Labor Department negotiates and administers the collective bargaining agreements between the City of Bridgeport and all Unions and Associations. We manage and/or coordinate human resources activities, counsel and advise management on labor relations and human resources issues, and resolve grievances and labor relations disputes. In addition, we handle arbitrations, State Labor Relations Board (SLRB) hearings and related or similar proceedings. Our objectives include: negotiating open collective bargaining agreements on time and within budget. Arbitration, if necessary, to achieve acceptable collective bargaining agreements, reducing the number of grievances filed, increasing the number of successful grievance arbitrations, and improving coordination and management of human resource issues.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 LABOR RELATIONS BUDGET DETAIL

Janene Hawkins  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01085 LABOR RELATIONS</b>						
PERSONNEL SERVICES	507,819	539,724	519,518	551,874	567,158	-47,640
OTHER PERSONNEL SERV	26,351	13,711	6,225	3,075	3,075	3,150
FRINGE BENEFITS	159,208	172,277	167,754	162,594	162,594	5,160
OPERATIONAL EXPENSES	7,388	6,467	9,975	9,975	9,975	0
SPECIAL SERVICES	320,368	291,470	305,434	305,434	305,434	0
	<b>1,021,135</b>	<b>1,023,649</b>	<b>1,008,906</b>	<b>1,032,952</b>	<b>1,048,236</b>	<b>-39,330</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
	1			DEPUTY DIRECTOR OF LABOR RELAT	114,748	111,998	2,750
	1			EXECUTIVE ASSISTANT LABOR REL	74,116	82,610	-8,494
	1			SECRETARY	48,223	53,750	-5,527
	1			DIRECTOR LABOR RELATIONS	125,544	127,213	-1,669
	1			LABOR RELATIONS OFFICER	65,583	89,819	-24,236
<b>01085000</b>	<b>1</b>			<b>SENIOR LABOR RELATIONS OFFICER</b>	<b>91,304</b>	<b>101,768</b>	<b>-10,464</b>
LABOR RELATIONS	Total	6			519,518	567,158	-47,640

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
**LABOR RELATIONS** **PROGRAM HIGHLIGHTS**

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SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
<b>LABOR RELATIONS</b>							
Total contracts processed	14	5	2	7	8	7	5
<i>Open</i>	3	2	6	6	6	5	5
<i>Settled</i>	7	5	2	1	2	7	5
<i>Average length of time to settle</i>	9 months	12 months	12 months	12 months	12 months	14 months	12 months
Total grievances processed	185	140	130	139	78	80	55
# of State Labor Relations Board Complaints	31	25	57	65	31	39	41
# of other Complaints/Investigations	35	31	54	42	73	28	38
# of Disciplinary Hearings	73	98	108	82	35	58	29
# of Policies Developed	2	0	0	0	0	1	0

**FY 2016-2017 GOALS**

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- 1) Negotiate remaining open collective bargaining contracts and/or issues and resolve those contracts/issues in a manner consistent with the goals and objectives of City management.
- 2) Utilize the binding interest arbitration process to achieve an acceptable resolution of outstanding contracts/issues if necessary.
- 3) Utilize mediation to resolve outstanding grievances and/or complaints before the Connecticut State Board of Labor Relations in a manner acceptable to the City.
- 4) Work with Human Resources and other departments to implement and train supervisors and other employees in the major city policies.
- 5) Successfully represent the City's interests in arbitrations and Connecticut State Board of Labor Relations hearings.
- 6) Work with Benefits and other City departments and to manage Workers Compensation expenses.
- 7) Continue to monitor the enforcement by departments of the City's Attendance Policies.
- 8) Continue to aggressively handle, where needed, grievances, complaints, investigations, and disciplinary hearing.
- 9) Continue training new employees on City policies and procedures and continuation of Sexual Harassment training to all employees.
- 10) Continue to implement aggressively wellness programs with unions to create efficiencies and contain costs.
- 11) Review current policies and procedures and update them accordingly.

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 LABOR RELATIONS PROGRAM HIGHLIGHTS

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APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
01085		<b>LABOR RELATIONS</b>						0
	51000	FULL TIME EARNED PAY	507,819	539,724	519,518	551,874	567,158	-47,640
01		<b>PERSONNEL SERVICES</b>	507,819	539,724	519,518	551,874	567,158	-47,640
	51140	LONGEVITY PAY	5,025	5,250	6,225	3,075	3,075	3,150
	51156	UNUSED VACATION TIME PAYOUT	21,326	8,461	0	0	0	0
02		<b>OTHER PERSONNEL SERV</b>	26,351	13,711	6,225	3,075	3,075	3,150
	52360	MEDICARE	4,563	4,765	4,414	7,530	7,530	-3,116
	52385	SOCIAL SECURITY	0	0	4,355	10,480	10,480	-6,125
	52504	MERF PENSION EMPLOYER CONT	66,670	70,808	57,358	54,255	54,255	3,103
	52917	HEALTH INSURANCE CITY SHARE	87,975	96,704	101,627	90,329	90,329	11,298
03		<b>FRINGE BENEFITS</b>	159,208	172,277	167,754	162,594	162,594	5,160
	53605	MEMBERSHIP/REGISTRATION FEES	1,170	834	1,000	1,000	1,000	0
	53905	EMP TUITION AND/OR TRAVEL REIM	0	1,285	2,400	3,000	3,000	-600
	54675	OFFICE SUPPLIES	2,700	2,689	2,514	1,914	1,914	600
	54705	SUBSCRIPTIONS	3,518	1,659	4,061	4,061	4,061	0
04		<b>OPERATIONAL EXPENSES</b>	7,388	6,467	9,975	9,975	9,975	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	4,131	4,398	5,434	5,434	5,434	0
	56180	OTHER SERVICES	316,237	287,072	300,000	300,000	300,000	0
05		<b>SPECIAL SERVICES</b>	320,368	291,470	305,434	305,434	305,434	0
01085		<b>LABOR RELATIONS</b>	<b>1,021,135</b>	<b>1,023,649</b>	<b>1,008,906</b>	<b>1,032,952</b>	<b>1,048,236</b>	<b>-39,330</b>

GENERAL GOVERNMENT DIVISIONS  
PENSIONS/BENEFITS  
BUDGET DETAIL

Ken Flatto  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01086 PENSIONS</b>						
FRINGE BENEFITS	66,091	65,743	90,000	90,000	90,000	0
SPECIAL SERVICES	33,750	29,500	30,000	30,000	30,000	0
	<b>99,841</b>	<b>95,243</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>0</b>
<b>01088 OTHER FRINGE BENEFITS</b>						
PERSONNEL SERVICES	0	0	0	0	0	0
OTHER PERSONNEL SERV	688,181	647,870	614,375	1,550,000	1,550,000	-935,625
FRINGE BENEFITS	824,429	719,579	877,500	1,102,500	1,102,500	-225,000
SPECIAL SERVICES	0	0	10,000	10,000	10,000	0
	<b>1,512,611</b>	<b>1,367,449</b>	<b>1,501,875</b>	<b>2,662,500</b>	<b>2,662,500</b>	<b>-1,160,625</b>

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01086 PENSIONS</b>								
	52515	LIUNA PENSION	39,869	39,520	50,000	50,000	50,000	8
	52519	ICMA PENSION EMPLOYER CONTRIBU	26,223	26,223	40,000	40,000	40,000	0
<b>03</b>	<b>FRINGE BENEFITS</b>		66,091	65,743	90,000	90,000	90,000	0
	56090	ACTUARIAL SERVICES	33,750	29,500	30,000	30,000	30,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		33,750	29,500	30,000	30,000	30,000	0
			<b>99,841</b>	<b>95,243</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>0</b>
<b>01088 OTHER FRINGE BENEFITS</b>								
	51000	FULL TIME EARNED PAY	0	0	0	0	0	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		0	0	0	0	0	0
	51140	LONGEVITY PAY	0	0	0	0	0	0
	51154	UNUSED SICK TIME PAYOUT	172,430	165,118	137,500	600,000	600,000	-462,500
	51156	UNUSED VACATION TIME PAYOUT	140,286	0	271,875	550,000	550,000	-278,125
	51314	UNUSED VACATION PAY RETIREMENT	332,093	432,575	175,000	350,000	350,000	-175,000
	51318	PERSONAL DAY PAYOUT RETIREMENT	43,372	50,178	30,000	50,000	50,000	-20,000
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		688,181	647,870	614,375	1,550,000	1,550,000	-935,625
	52360	MEDICARE	5,020	5,726	0	0	0	0
	52385	SOCIAL SECURITY	55	345	0	0	0	0
	52397	UNEMPLOYMENT	400,223	420,902	460,000	675,000	675,000	-215,000
	52504	MERF PENSION EMPLOYER CONT	396,471	274,669	375,000	375,000	375,000	0
	52602	TUITION: SUPERVISORS	1,650	1,800	10,000	10,000	10,000	0
	52604	TUITION: LIUNA	3,700	4,519	12,500	12,500	12,500	0
	52606	TUITION: NURSES	0	0	0	10,000	10,000	-10,000
	52608	TUITION: OTHER UNIONS	9,955	5,918	10,000	10,000	10,000	0
	52610	TUITION: AFSCME	7,350	5,700	10,000	10,000	10,000	0
	52917	HEALTH INSURANCE CITY SHARE	4	0	0	0	0	0
<b>03</b>	<b>FRINGE BENEFITS</b>		824,429	719,579	877,500	1,102,500	1,102,500	-225,000
	56180	OTHER SERVICES	0	0	10,000	10,000	10,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		0	0	10,000	10,000	10,000	0
			<b>1,512,611</b>	<b>1,367,449</b>	<b>1,501,875</b>	<b>2,662,500</b>	<b>2,662,500</b>	<b>-1,160,625</b>

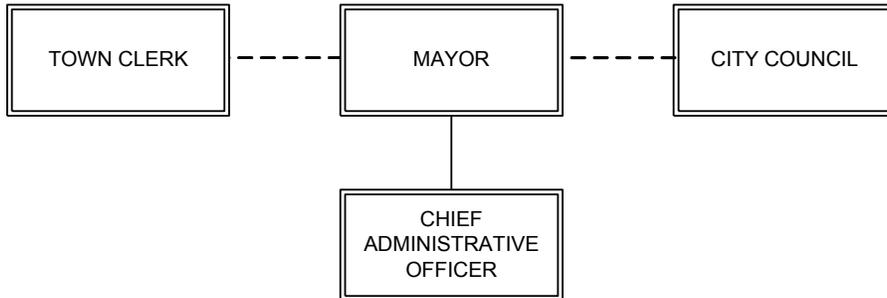
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# TOWN CLERK

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## MISSION STATEMENT

To protect the interests of the City and its citizens by acting as a registry for the recording and/or filing of documents, collecting conveyance taxes, issuing licenses and handling election duties in accordance with State Statutes and the City Charter.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
TOWN CLERK BUDGET DETAIL

Charles Clemons Jr.  
Town Clerk

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01090</b>	<b>TOWN CLERK</b>							
	41242	TOWN FUND	0	-7,442	0	0	0	0
	41381	VACANT PROPERTY FEES	0	0	20,000	0	0	-20,000
	41306	CITY FARM FUND	26,434	23,087	25,000	25,000	25,000	0
	41244	NOTARY COMMISSION	2,830	2,337	2,800	2,800	2,800	0
	41237	TRADE NAMES	3,915	3,277	3,000	3,000	3,000	0
	41208	DEEDS/CERTIFICATIONS	574,768	548,620	400,000	500,000	500,000	100,000
	41211	DOG LICENSES	871	620	500	600	600	100
	41210	LIQUOR APPLICATION/PERMIT	855	603	700	700	700	0
	41209	CERTIFIED COPIES	60,769	55,641	25,000	55,000	55,000	30,000
	41225	CONVEYANCE TAX ASSIGNMENT	1,217,356	1,010,865	900,000	900,000	900,000	0
	41245	POLITICALCOMMITTEELATEFILINGFE	0	0	100	100	100	0
<b>01090</b>	<b>TOWN CLERK</b>		<b>1,887,797</b>	<b>1,637,608</b>	<b>1,377,100</b>	<b>1,487,200</b>	<b>1,487,200</b>	<b>110,100</b>

APPROPRIATION SUMMARY

Org#		FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01090</b>	<b>TOWN CLERK</b>						
	PERSONNEL SERVICES	297,094	336,795	354,009	401,350	401,350	-47,341
	OTHER PERSONNEL SERV	4,134	4,007	6,000	7,650	7,650	-1,650
	FRINGE BENEFITS	131,326	143,455	144,796	177,900	177,900	-33,104
	OPERATIONAL EXPENSES	26,028	33,945	48,930	48,930	48,930	0
	SPECIAL SERVICES	211,444	215,590	223,000	223,000	223,000	0
		<b>670,026</b>	<b>733,793</b>	<b>776,735</b>	<b>858,830</b>	<b>858,830</b>	<b>-82,095</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
		1	DATA ANALYST	0	40,660	-40,660
	1		TOWN CLERK	33,620	37,472	-3,852
	1		ASSISTANT TOWN CLERK I	65,202	72,675	-7,473
	1		ASSISTANT TOWN CLERK II	56,137	64,449	-8,312
	3		TYPIST I (35 HOURS)	121,226	126,902	-5,676
	1		CLERICAL ASSISTANT	37,824	39,192	-1,368
<b>01090000</b>			SEASONAL EMPLOYEES UNDER GRANT	<b>40,000</b>	<b>20,000</b>	<b>20,000</b>
<b>OFFICE OF THE TOWN CLERK</b>	<b>Total</b>	<b>7</b>		<b>354,009</b>	<b>401,350</b>	<b>-47,341</b>

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
TOWN CLERK PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
<b>TOWN CLERK</b>							
Total documents (1)	32,194	30,491	23,649	45,949	31,451	18,368	36,736
Copies (2)	34,634	16,974	6,797	26,668	35,944	23,441	46,882
Certifications	8,360	8,370	3,970	7,944	6,476	3,514	7,028
Dog licenses (including transfers & duplicates)	724	891	503	1,617	969	514	1,028
Liquor Licenses	322	255	151	321	222	276	552
Sportsmen Licenses (3)	0	0	0				
Notary Public Services (4)	604	427	302	472	386	168	336
Trade Names	411	557	417	821	717	339	678

- (1) Includes the recording of all documents pertaining to land records (i.e. warranties, mortgages, liens, releases, judgments et cetera.
- (2) Copies of any documents filed in the Town Clerk's Office.
- (3) We no longer sell sportsman's licenses. They are available online from the CT Department of Environmental Protection.
- (4) Includes change of address & name change
- (5) We are no longer responsible for registering vacant properties. Public Act 09-144. We are responsible for the registering of Foreclosure registration forms. Per Connecticut General Statutes Section 7-34a, Section 7-148ii, Public Act 11-201 - Effective October 1, 2011.

**FY 2016-2017 GOALS**

- 1) Complete FOUR Election cycles:
  - March 2016: Town Committee Primary | April 2016: Presidential Preference | August 2016: State Primary | November 2016: General Election
- 2) Request one full time Data Analyst and two Seasonal Election Employees. This was a previous goal and not executed to date.
- 3) Continue to finalize the final details to launch Map program and continue discussions for the Trade Name program on land records system.
- 4) Continue the State mandated retention schedules to archive, remove and clean up the Land record vault.
- 5) Continue cross training of staff in all department functions.
- 6) Work with ACS (Xerox) to continue the conversion of the old Land Records Books to the newer manageable sized books. This conversion will facilitate the ease to find older records in our Land Records System.

**FY 2015-2016 GOAL STATUS**

- 1) Complete three Election cycles:
  - Special Election-February/2015 | August/ 2015-Primary | November/ 2015- Mayoral Election

6 MONTH STATUS: *Election cycles were successfully completed.*
- 2) Request three F/T staff eliminating the need for Seasonal Election Employees.  
6 MONTH STATUS: *This was a previous goal and has not been executed to date.*
- 3) Launch Map program and Trade name program on land records system.  
6 MONTH STATUS: *Continue to finalize the final details to launch Map program and continue discussions for the Trade Name program on land records system.*
- 4) Work with consultants to continue to archive, remove and clean up the Land record vault.  
6 MONTH STATUS: *Completed project with consultants and with State mandated retention schedule to archive, remove and clean up the Land record vault.*
- 5) Continue with the cross training of staff in all department functions.  
6 MONTH STATUS: *This goal remains ongoing.*

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
TOWN CLERK APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01090</b>	<b>TOWN CLERK</b>							
	51000	FULL TIME EARNED PAY	297,094	336,795	354,009	401,350	401,350	-47,341
<b>01</b>	<b>PERSONNEL SERVICES</b>		297,094	336,795	354,009	401,350	401,350	-47,341
	51106	REGULAR STRAIGHT OVERTIME	0	296	1,100	1,100	1,100	0
	51108	REGULAR 1.5 OVERTIME PAY	0	74	1,900	1,900	1,900	0
	51140	LONGEVITY PAY	2,700	2,850	3,000	4,650	4,650	-1,650
	51156	UNUSED VACATION TIME PAYOUT	1,434	787	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		4,134	4,007	6,000	7,650	7,650	-1,650
	52360	MEDICARE	4,009	4,544	4,709	5,276	5,276	-567
	52385	SOCIAL SECURITY	298	1,825	2,480	3,164	3,164	-684
	52504	MERF PENSION EMPLOYER CONT	38,349	40,199	34,587	42,114	42,114	-7,527
	52917	HEALTH INSURANCE CITY SHARE	88,670	96,887	103,020	127,346	127,346	-24,326
<b>03</b>	<b>FRINGE BENEFITS</b>		131,326	143,455	144,796	177,900	177,900	-33,104
	53605	MEMBERSHIP/REGISTRATION FEES	710	1,182	2,500	2,500	2,500	0
	53705	ADVERTISING SERVICES	5,720	5,706	7,500	7,500	7,500	0
	53725	TELEVISION SERVICES	993	929	1,000	1,000	1,000	0
	54555	COMPUTER SUPPLIES	763	636	810	810	810	0
	54675	OFFICE SUPPLIES	4,351	4,195	4,520	4,520	4,520	0
	54680	OTHER SUPPLIES	6,931	6,563	7,000	7,000	7,000	0
	55090	ELECTION EQUIPMENT	5,995	14,174	25,000	25,000	25,000	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	564	561	600	600	600	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		26,028	33,945	48,930	48,930	48,930	0
	56055	COMPUTER SERVICES	210,000	212,875	219,750	219,750	219,750	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	1,444	2,715	3,250	3,250	3,250	0
<b>05</b>	<b>SPECIAL SERVICES</b>		211,444	215,590	223,000	223,000	223,000	0
<b>01090</b>	<b>TOWN CLERK</b>		<b>670,026</b>	<b>733,793</b>	<b>776,735</b>	<b>858,830</b>	<b>858,830</b>	<b>-82,095</b>

GENERAL GOVERNMENT DIVISIONS  
LEGISLATIVE DEPARTMENT  
BUDGET DETAIL

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Thomas McCarthy  
*City Council President*

REVENUE SUMMARY

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*Not Applicable*

APPROPRIATION SUMMARY

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Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01095 LEGISLATIVE DEPARTMENT</b>						
OTHER PERSONNEL SERV	120,799	104,761	180,000	180,000	180,000	0
OPERATIONAL EXPENSES	2,697	3,289	8,777	8,777	8,777	0
SPECIAL SERVICES	7,300	6,311	98,669	98,669	98,669	0
	<b>130,796</b>	<b>114,361</b>	<b>287,446</b>	<b>287,446</b>	<b>287,446</b>	<b>0</b>

PERSONNEL SUMMARY

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*Not applicable.*

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 LEGISLATIVE DEPARTMENT BUDGET DETAIL

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APPROPRIATION SUPPLEMENT

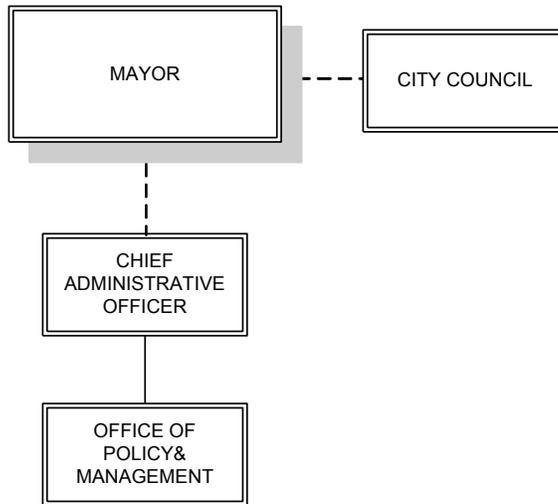
Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01095</b>	<b>LEGISLATIVE DEPARTMENT</b>							
	51402	CITY COUNCIL STIPENDS	120,799	104,761	180,000	180,000	180,000	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		120,799	104,761	180,000	180,000	180,000	0
	53605	MEMBERSHIP/REGISTRATION FEES	0	0	188	188	188	0
	53610	TRAINING SERVICES	0	0	113	113	113	0
	53705	ADVERTISING SERVICES	0	150	188	188	188	0
	53905	EMP TUITION AND/OR TRAVEL REIM	0	0	200	200	200	0
	54650	LANDSCAPING SUPPLIES	0	483	750	750	750	0
	54675	OFFICE SUPPLIES	320	0	1,100	1,100	1,100	0
	54705	SUBSCRIPTIONS	0	0	650	650	650	0
	54725	POSTAGE	0	0	38	38	38	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	2,377	2,657	5,550	5,550	5,550	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		2,697	3,289	8,777	8,777	8,777	0
	56085	FOOD SERVICES	626	1,553	2,000	2,000	2,000	0
	56165	MANAGEMENT SERVICES	0	0	1,813	1,813	1,813	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	0	0	231	231	231	0
	56180	OTHER SERVICES	5,973	4,035	93,500	93,500	93,500	0
	56250	TRAVEL SERVICES	0	0	125	125	125	0
	59015	PRINTING SERVICES	702	723	1,000	1,000	1,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		7,300	6,311	98,669	98,669	98,669	0
<b>01095</b>	<b>LEGISLATIVE DEPARTMENT</b>		<b>130,796</b>	<b>114,361</b>	<b>287,446</b>	<b>287,446</b>	<b>287,446</b>	<b>0</b>

GENERAL GOVERNMENT DIVISIONS  
OFFICE OF POLICY & MANAGEMENT

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MISSION STATEMENT

To integrate financial and operational planning and control; to relate dollars to results and to insure the cost effectiveness of City services. This office will prepare and review the City's budget; guide the System for Performance Management and oversee the implementation of Management Improvement Projects. O.P.M. is the focus for management, policy and program analysis for the City. The office is the liaison between departments, the Mayor, and the City Council.



Nestor Nkwo  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01100 OFFICE OF POLICY &amp; MANAGEMENT</b>						
PERSONNEL SERVICES	470,985	480,643	563,281	535,045	478,984	84,297
OTHER PERSONNEL SERV	20,097	16,459	6,825	5,700	5,700	1,125
FRINGE BENEFITS	142,805	147,627	170,580	159,107	159,107	11,473
OPERATIONAL EXPENSES	2,385	10,142	11,151	11,181	11,181	-30
SPECIAL SERVICES	134	237	2,571	2,571	2,571	0
	<b>636,406</b>	<b>655,109</b>	<b>754,408</b>	<b>713,604</b>	<b>657,543</b>	<b>96,865</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
	1			EXECUTIVE ASSISTANT OPM	74,116	82,610	-8,494
	2			BUDGET/POLICY ANALYST	152,360	169,350	-16,990
	1			PROJECT MANAGER OPM SYSTEMS	84,479	12,472	72,007
	1			PROJECT MANAGER OPM MANAGEMEN	89,514	87,339	2,175
	1			DIRECTOR OPM	125,544	127,213	-1,669
<b>01100000</b>			<b>1</b>	<b>OPM POLICY ANALYST</b>	<b>37,268</b>	<b>0</b>	<b>37,268</b>
POLICY AND MANAGEMENT	Total	6	1		563,281	478,984	84,297

FY 2016-2017 GOALS

- 1) To prepare a City budget that connects the missions, goals and objectives for all City departments and divisions to the service and performance of that work.
- 2) To collect data reflecting performance levels for service for all City departments. To analyze department performance levels using history, benchmarking and other comparative analysis methods and integrate these measures into the City budgets. To support related endeavors in the CitiStat Program, and to work to make this a performance-based culture.
- 3) Continue to support City departments financially and operationally in providing necessary services to their customers.
- 4) To maintain and control through the fiscal year, the City-wide and department budgets.
- 5) To develop, maintain, and produce monthly reports throughout the fiscal year detailing justifications and documentation for all City expenditures.
- 6) To provide support and guidance in budgeting and financial management decision making to other departments.
- 7) To provide budgeting support to all grants received by the City of Bridgeport.
- 8) To support the payroll system and their team.

FY 2015-2016 GOAL STATUS

- 1) To prepare a City budget that connects the missions, goals and objectives for all City departments and divisions to the service and performance of that work.  
6 MONTH STATUS: *For the seventh time, the Bridgeport Budget book received a distinguished budget award from the Government Financial Officer's Association. This awards program was established in 1984 to encourage and assist local governments to prepare budget documents of the very highest quality. Budget reviews are conducted by selected members of the GFOA professional staff and outside reviewers. Only those budgets that meet the criteria outlined in the process receive awards. Criteria are based upon guidelines established by the National Advisory Council on State and Local budgeting and the GFOA's recommended practices on budgeting.*
- 2) To maintain an effective City-wide System for Performance Management.  
6 MONTH STATUS: *We continue to refine our performance management templates and use the information from them to enhance our budget book.*
- 3) Continue to support City departments financially and operationally in providing necessary services to their customers.  
6 MONTH STATUS: *This process is continuous.*
- 4) To maintain and control through the fiscal year, the City-wide and department budgets.  
6 MONTH STATUS: *This process is continuous.*
- 5) To develop, maintain, and produce monthly reports throughout the fiscal year detailing justifications and documentation for all City expenditures.  
6 MONTH STATUS: *OPM closely monitors spending and revenues continuously. Monthly reports are produced by the Finance Department in concert with OPM.*
- 6) To provide support and guidance in budgeting and financial management decision making to other departments.  
6 MONTH STATUS: *OPM has played a central role in the support and training of all departments in the new financial system. We continue to provide a variety of budgeting and financial management support mechanisms to other departments throughout the year.*

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
POLICY & MANAGEMENT APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

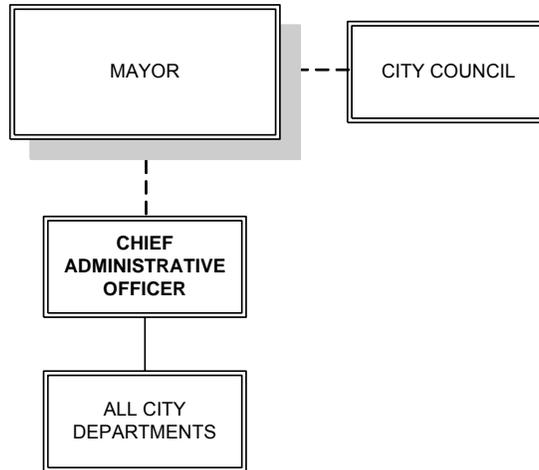
Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01100 OFFICE OF POLICY &amp; MANAGEMENT</b>								
	51000	FULL TIME EARNED PAY	470,985	480,643	563,281	535,045	478,984	84,297
<b>01</b>	<b>PERSONNEL SERVICES</b>		470,985	480,643	563,281	535,045	478,984	84,297
	51140	LONGEVITY PAY	5,625	5,850	6,825	5,700	5,700	1,125
	51156	UNUSED VACATION TIME PAYOUT	14,472	10,609	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		20,097	16,459	6,825	5,700	5,700	1,125
	52360	MEDICARE	5,752	5,800	6,781	7,351	7,351	-570
	52385	SOCIAL SECURITY	0	0	4,814	15,993	15,993	-11,179
	52504	MERF PENSION EMPLOYER CONT	57,338	58,132	58,133	52,839	52,839	5,294
	52917	HEALTH INSURANCE CITY SHARE	79,715	83,695	100,852	82,924	82,924	17,928
<b>03</b>	<b>FRINGE BENEFITS</b>		142,805	147,627	170,580	159,107	159,107	11,473
	53605	MEMBERSHIP/REGISTRATION FEES	371	371	522	522	522	0
	53610	TRAINING SERVICES	0	0	150	150	150	0
	53750	TRAVEL EXPENSES	0	0	600	600	600	0
	53905	EMP TUITION AND/OR TRAVEL REIM	0	199	225	225	225	0
	54555	COMPUTER SUPPLIES	0	900	254	1,254	1,254	-1,000
	54595	MEETING/WORKSHOP/CATERING FOOD	229	341	505	505	505	0
	54675	OFFICE SUPPLIES	1,281	1,886	2,980	1,980	1,980	1,000
	54700	PUBLICATIONS	0	0	225	225	225	0
	54705	SUBSCRIPTIONS	0	0	170	200	200	-30
	54720	PAPER AND PLASTIC SUPPLIES	0	149	0	0	0	0
	55055	COMPUTER EQUIPMENT	0	-42	0	0	0	0
	55095	FOOD SERVICE EQUIPMENT	120	120	135	135	135	0
	55150	OFFICE EQUIPMENT	0	350	375	375	375	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	0	4,448	4,610	4,610	4,610	0
	55530	OFFICE FURNITURE	384	1,420	400	400	400	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		2,385	10,142	11,151	11,181	11,181	-30
	56175	OFFICE EQUIPMENT MAINT SRVCS	134	237	1,820	1,820	1,820	0
	56240	TRANSPORTATION SERVICES	0	0	151	151	151	0
	56250	TRAVEL SERVICES	0	0	600	600	600	0
<b>05</b>	<b>SPECIAL SERVICES</b>		134	237	2,571	2,571	2,571	0
<b>01100</b>	<b>OFFICE OF POLICY &amp; MANAGEMENT</b>		<b>636,406</b>	<b>655,109</b>	<b>754,408</b>	<b>713,604</b>	<b>657,543</b>	<b>96,865</b>

GENERAL GOVERNMENT DIVISIONS  
**CHIEF ADMINISTRATIVE OFFICE**

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MISSION STATEMENT

To coordinate all department management and operational policies and practices for the Mayor. The Chief Administrative Officer is positioned between the Mayor and department heads and reports directly to the Mayor. This office has the responsibility and authority of running the daily business activities of the City.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 CHIEF ADMINISTRATIVE OFFICE BUDGET DETAIL

John Gomes  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01105 ETHICS COMMISSION</b>						
OPERATIONAL EXPENSES	0	0	214	214	214	0
SPECIAL SERVICES	500	850	2,875	2,875	2,875	0
	<b>500</b>	<b>850</b>	<b>3,089</b>	<b>3,089</b>	<b>3,089</b>	<b>0</b>
<b>01106 CHIEF ADMINISTRATIVE OFFICE</b>						
PERSONNEL SERVICES	615,117	514,890	666,679	918,684	894,292	-227,613
OTHER PERSONNEL SERV	8,943	7,549	1,275	1,575	1,575	-300
FRINGE BENEFITS	190,909	163,255	187,380	227,762	227,762	-40,382
OPERATIONAL EXPENSES	117,493	118,426	127,514	127,514	127,514	0
SPECIAL SERVICES	55,000	55,000	100,034	100,034	100,034	0
	<b>987,462</b>	<b>859,120</b>	<b>1,082,882</b>	<b>1,375,569</b>	<b>1,351,177</b>	<b>-268,295</b>
<b>01113 CITISTAT</b>						
OPERATIONAL EXPENSES	2,718	2,918	11,475	11,475	11,475	0
SPECIAL SERVICES	600	1,358	2,864	2,864	2,864	0
	<b>3,318</b>	<b>4,276</b>	<b>14,339</b>	<b>14,339</b>	<b>14,339</b>	<b>0</b>

Note: Appropriation Summary Includes funding for Ethics Commission. Pursuant to the City Charter, Chapter 1, Section 15: "The city council shall provide, by ordinance, for the establishment of an ethics commission for the City of Bridgeport." The funding provided in the budget for the ethics commission supports their transcription and mailing expenses.

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
	1	1		DEPUTY CHIEF ADMINISTRATIVE OF	96,445	199,837	-103,392
	1			DATABASE ADMINISTRATOR	63,240	76,875	-13,635
			1	CLERICAL ASSISTANT (P/T)	58,750	0	58,750
			1	EXECUTIVE ASSISTANT CAO	74,116	0	74,116
	1			FINANCIAL COORDINATOR	48,507	58,836	-10,329
		1		PROJECT MANAGER	0	76,875	-76,875
	1			CHIEF ADMINISTRATIVE OFFICER	131,114	134,392	-3,278
	2			ASSISTANT SPECIAL PROJECT MANA	68,507	150,108	-81,601
		1		OFFICE SPECIALIST	0	66,625	-66,625
	1			ASSISTANT CHIEF ADMIN OFFICER	126,000	130,744	-4,744
<b>01106000</b>	<b>Total</b>	<b>7</b>	<b>3</b>		<b>666,679</b>	<b>894,292</b>	<b>-227,613</b>

CHIEF ADMINISTRATIVE OFFICE / CITISTAT.

FY 2016-2017 GOALS

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- 1) Oversee all departmental management and operational policies and practices.
- 2) Provide assistance to departments in identifying and complying with executive priorities, goals, policies and procedures.
- 3) Create and maintain continuity among municipal services and strategic planning, budgeting, and capital project programs.
- 4) Continue to implement a performance evaluation system utilizing CitiStat data as one of the performance factors.

FY 2015-2016 GOAL STATUS

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- 1) Oversee all departmental management and operational policies and practices.  
*6 MONTH STATUS: We continue to work to identify departmental performance metrics, to evaluate departments citywide to optimize practices, policies, and procedures.*
- 2) Continue to implement a performance evaluation system utilizing CitiStat data as one of the performance factors.  
*6 MONTH STATUS: CitiStat continues to work with various city departments, especially those with direct contact with the public, on digital data tracking, policy revision, internal work process procedures, job duty alignment and training.*
- 3) Provide assistance to departments in identifying and complying with executive priorities, goals, policies and procedures.  
*6 MONTH STATUS: We continue to evaluate, analyze, and provide quality control to optimize the efficiency of services and functions provided by city departments.*
- 4) Work with individuals, community groups, institutions, and agencies to ascertain concerns to be addressed through administrative remedies.  
*6 MONTH STATUS: Ongoing. We strive to cooperate with and support local businesses, agencies, and non-profit organizations to work together on common goals for the betterment of the City of Bridgeport.*

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
CITISTAT /CHIEF ADMIN. OFFICE APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

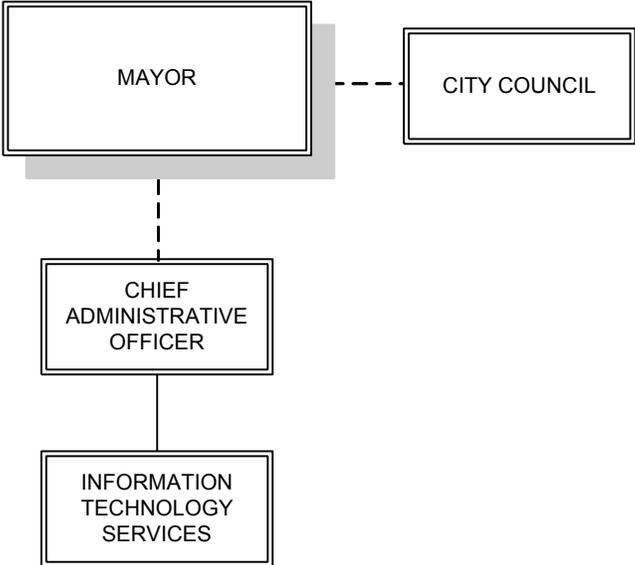
Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01105 ETHICS COMMISSION</b>								
	54725	POSTAGE	0	0	214	214	214	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		0	0	214	214	214	0
	56180	OTHER SERVICES	500	850	2,875	2,875	2,875	0
<b>05</b>	<b>SPECIAL SERVICES</b>		500	850	2,875	2,875	2,875	0
<b>01105 ETHICS COMMISSION</b>			500	850	3,089	3,089	3,089	0
<b>01106 CHIEF ADMINISTRATIVE OFFICE</b>								
	51000	FULL TIME EARNED PAY	615,117	514,890	666,679	918,684	894,292	-227,613
<b>01</b>	<b>PERSONNEL SERVICES</b>		615,117	514,890	666,679	918,684	894,292	-227,613
	51140	LONGEVITY PAY	2,475	2,506	1,275	1,575	1,575	-300
	51156	UNUSED VACATION TIME PAYOUT	6,468	5,043	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		8,943	7,549	1,275	1,575	1,575	-300
	52360	MEDICARE	8,609	7,162	9,157	12,757	12,757	-3,600
	52385	SOCIAL SECURITY	244	1,081	3,196	30,781	30,781	-27,585
	52504	MERF PENSION EMPLOYER CONT	79,776	64,643	70,692	93,233	93,233	-22,541
	52917	HEALTH INSURANCE CITY SHARE	102,280	90,369	104,335	90,991	90,991	13,344
<b>03</b>	<b>FRINGE BENEFITS</b>		190,909	163,255	187,380	227,762	227,762	-40,382
	53605	MEMBERSHIP/REGISTRATION FEES	111,487	112,332	115,841	115,841	115,841	0
	53705	ADVERTISING SERVICES	0	0	87	87	87	0
	53750	TRAVEL EXPENSES	1,420	0	1,076	1,161	1,161	-85
	53905	EMP TUITION AND/OR TRAVEL REIM	74	0	2,168	2,168	2,168	0
	54580	SCHOOL SUPPLIES	0	0	30	30	30	0
	54595	MEETING/WORKSHOP/CATERING FOOD	361	0	631	546	546	85
	54675	OFFICE SUPPLIES	1,420	974	1,710	1,710	1,710	0
	54705	SUBSCRIPTIONS	1,078	1,247	598	598	598	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	1,654	3,873	5,373	5,373	5,373	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		117,493	118,426	127,514	127,514	127,514	0
	56180	OTHER SERVICES	55,000	55,000	100,000	100,000	100,000	0
	56240	TRANSPORTATION SERVICES	0	0	34	34	34	0
<b>05</b>	<b>SPECIAL SERVICES</b>		55,000	55,000	100,034	100,034	100,034	0
<b>01106 CHIEF ADMINISTRATIVE OFFICE</b>			987,462	859,120	1,082,882	1,375,569	1,351,177	-268,295
<b>01113 CITISTAT</b>								
	53605	MEMBERSHIP/REGISTRATION FEES	50	781	500	500	500	0
	53705	ADVERTISING SERVICES	0	0	1,500	1,500	1,500	0
	53750	TRAVEL EXPENSES	449	0	1,500	1,500	1,500	0
	54675	OFFICE SUPPLIES	1,503	2,137	2,500	2,500	2,500	0
	54705	SUBSCRIPTIONS	716	0	1,000	1,000	1,000	0
	54725	POSTAGE	0	0	375	375	375	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	0	0	4,100	4,100	4,100	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		2,718	2,918	11,475	11,475	11,475	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	557	1,248	1,364	1,364	1,364	0
	59015	PRINTING SERVICES	43	110	1,500	1,500	1,500	0
<b>05</b>	<b>SPECIAL SERVICES</b>		600	1,358	2,864	2,864	2,864	0
<b>01113 CITISTAT</b>			<b>3,318</b>	<b>4,276</b>	<b>14,339</b>	<b>14,339</b>	<b>14,339</b>	<b>0</b>

GENERAL GOVERNMENT DIVISIONS  
INFORMATION TECHNOLOGY SERVICES

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MISSION STATEMENT

To provide the City of Bridgeport, its employees, and the residents with accurate, timely, and secure information via technology and customer focused communication services.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 INFO TECH SERVICES BUDGET DETAIL

Adam Heller  
*Manager*

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
01108		INFORMATION TECHNOLOGY SERVICE						
	41610	FREEDOM OF INFORMATION FEES	638	1,539	250	250	250	0
01108		INFORMATION TECHNOLOGY SERVICE	638	1,539	250	250	250	0

APPROPRIATION SUMMARY

Org#		FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
01108	INFORMATION TECHNOLOGY SERVICE						
	PERSONNEL SERVICES	695,157	802,322	939,415	977,448	977,448	-38,033
	OTHER PERSONNEL SERV	10,749	10,974	17,200	17,500	17,500	-300
	FRINGE BENEFITS	223,905	250,881	287,129	370,828	370,828	-83,699
	OPERATIONAL EXPENSES	1,022,791	1,037,024	1,054,500	1,054,500	1,054,500	0
	SPECIAL SERVICES	659,024	742,152	742,000	987,000	987,000	-245,000
		2,611,627	2,843,354	3,040,244	3,407,276	3,407,276	-367,032

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
		1		SECURITY TECH SPECIALIST	0	75,000	-75,000
	1			ITS DIRECTOR	125,544	108,650	16,894
	1			NETWORK ARCHITECT	82,380	91,822	-9,442
	1			SERVER SPECIALIST	60,995	67,986	-6,991
	1			SPECIAL PROJECT MGR GIS	70,000	78,022	-8,022
	1			SUPPORT SERVICES MANAGER (40	75,000	75,000	0
	1			DATA ARCHITECT	82,380	91,822	-9,442
	1			SUPPORT SPECIALIST I (35 HRS)	60,710	51,378	9,332
			1	SUPPORT SPECIALIST I (35 HRS)	45,036	0	45,036
	5	1		SUPPORT SPECIALIST II (35 HRS)	236,915	328,618	-91,703
			1	ENTERPRISE SERVICES MANAGER (4	91,305	0	91,305
01108000	Total	12	2		930,265	968,298	-38,033
INFORMATION TECHNOLOGY SERVICES							

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
**INFO TECH SERVICES** **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
<b>INFORMATION TECHNOLOGY SERVICES</b>							
Network lines planned (WAN)(1)	0	0	0	0	0	20	20
Network lines planned (LAN)	420	150	100	0	0	0	0
Total connected	420	150	100	0	0	0	0
Connected as % of total	100	100	100	0	0	0	0
Hardware upgrades	0	0	0	0	0	0	0
Software upgrades	0	0	0	0	0	0	0
<b>COMPUTER PURCHASES</b>							
Laptops and Tablets	15	22	25	350	15	10	10
Desktops	175	252	127	50	115	10	20
Installed	160	252					
Printers	15	11	51	30	13	2	
No. of new servers	16	10					
Service requests	2,645	4,053	2,650	2,411	2,167	1,231	2,700
Completed	2,645	4,036	2,650	2,411	2,167	1,231	2,700
Completed as % of requests	100%	100%	100%	100%			100%
Completed within 24 hours of request	950		1,140	989	792	664	700
Outstanding	3	17	59	36	1	11	
Help desk calls	2,700	4,053	2,650	2,411	2,167	1,231	2,700
AMAC PCs (2)	180	294	167	182	110	90	100

- (1) A complete update of our WAN (Wide Area Network) and LAN (Local Area Network) was completed in December 2007. We do not anticipate any new activity in this area unless there are building changes, which are difficult to predict. This accounts for the zeroes in WAN & LAN lines planned & total connected in the 2008-2009 column.
- (2) AMACs are requests filed when workers need their computers added, moved or changed.

**FY 2016-2017 GOALS**

- 1) Complete projects on hold from previous fiscal year.
- 2) Implement new permits, licenses, and inspection application.
- 3) Complete staffing enhancements to cover public safety divisions 24/7/365

**FY 2015-2016 GOAL STATUS**

- 1) Complete Voice over IP Rollout.  
6 MONTH STATUS: *on hold.*
- 2) Implement hybrid cloud email and collaboration.  
6 MONTH STATUS: *on hold pending 2017 operating budget request.*
- 3) Expand data storage.  
6 MONTH STATUS: *expanded for security cameras.*
- 4) Implement e-discovery tools.  
6 MONTH STATUS: *on hold.*
- 5) Complete domain controller upgrade.  
6 MONTH STATUS: *pending completion of antiquated server upgrades.*
- 6) Complete core switch upgrade.  
6 MONTH STATUS: *on hold.*
- 7) Deploy unified communications.  
6 MONTH STATUS: *on hold.*
- 8) Retire legacy servers.  
6 MONTH STATUS: *90 % completed. 3 servers remaining.*
- 9) Expand virtualization.  
6 MONTH STATUS: *in process.*

FY 2016-2017 ADOPTED GENERAL FUND BUDGET  
 INFO TECH SERVICES APPROPRIATION SUPPLEMENT

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10) Implement a record management system.  
6 MONTH STATUS: on hold.

**APPROPRIATION SUPPLEMENT**

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01108</b>	<b>INFORMATION TECHNOLOGY SERVICE</b>							
	51000	FULL TIME EARNED PAY	694,557	794,762	930,265	968,298	968,298	-38,033
	51099	CONTRACTED SALARIES	600	7,560	9,150	9,150	9,150	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		695,157	802,322	939,415	977,448	977,448	-38,033
	51106	REGULAR STRAIGHT OVERTIME	0	0	6,000	6,000	6,000	0
	51108	REGULAR 1.5 OVERTIME PAY	0	0	3,000	3,000	3,000	0
	51116	HOLIDAY 2X OVERTIME PAY	0	0	1,000	1,000	1,000	0
	51140	LONGEVITY PAY	6,000	6,225	7,200	7,500	7,500	-300
	51156	UNUSED VACATION TIME PAYOUT	4,749	4,749	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		10,749	10,974	17,200	17,500	17,500	-300
	52360	MEDICARE	8,462	9,803	11,557	12,126	12,126	-569
	52385	SOCIAL SECURITY	2,730	3,881	11,528	16,663	16,663	-5,135
	52504	MERF PENSION EMPLOYER CONT	85,051	95,148	102,280	107,440	107,440	-5,160
	52917	HEALTH INSURANCE CITY SHARE	127,662	142,049	161,764	234,599	234,599	-72,835
<b>03</b>	<b>FRINGE BENEFITS</b>		223,905	250,881	287,129	370,828	370,828	-83,699
	53720	TELEPHONE SERVICES	873,444	854,439	880,375	880,375	880,375	0
	53905	EMP TUITION AND/OR TRAVEL REIM	311	58	3,828	3,828	3,828	0
	54555	COMPUTER SUPPLIES	19,649	24,259	13,896	13,896	13,896	0
	54675	OFFICE SUPPLIES	7,799	4,147	4,600	4,600	4,600	0
	55055	COMPUTER EQUIPMENT	121,587	154,121	151,801	151,801	151,801	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		1,022,791	1,037,024	1,054,500	1,054,500	1,054,500	0
	56050	COMPUTER EQUIP MAINT SERVICE	142,801	147,177	146,915	150,915	150,915	-4,000
	56055	COMPUTER SERVICES	507,308	527,092	527,078	768,078	768,078	-241,000
	56165	MANAGEMENT SERVICES	8,875	67,883	68,008	68,008	68,008	0
	59010	MAILING SERVICES	41	0	0	0	0	0
<b>05</b>	<b>SPECIAL SERVICES</b>		659,024	742,152	742,000	987,000	987,000	-245,000
<b>01108</b>	<b>INFORMATION TECHNOLOGY SERVICE</b>		<b>2,611,627</b>	<b>2,843,354</b>	<b>3,040,244</b>	<b>3,407,276</b>	<b>3,407,276</b>	<b>-367,032</b>

GENERAL GOVERNMENT DIVISIONS  
**SMALL & MINORITY BUSINESS RESOURCE OFFICE**  
 BUDGET DETAIL

Charlie Stallworth  
*Manager*

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
<b>01112 MINORITY BUSINESS RESOURCE OFF</b>						
PERSONNEL SERVICES	145,595	140,551	171,635	241,508	241,508	-69,873
OTHER PERSONNEL SERV	4,262	4,337	900	900	900	0
FRINGE BENEFITS	34,252	34,080	33,765	85,818	85,818	-52,053
OPERATIONAL EXPENSES	19,036	17,925	19,050	19,050	19,050	0
	<b>203,145</b>	<b>196,892</b>	<b>225,350</b>	<b>347,276</b>	<b>347,276</b>	<b>-121,926</b>

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
	1	1		ASSISTANT SPECIAL PROJECT MANA	48,507	107,121	-58,614
	1			CONSTITUENT SERVICES REP.	31,824	32,619	-795
	1			DIRECTOR EOD	91,304	101,768	-10,464
<b>01112000</b>	<b>Total</b>	<b>3</b>	<b>1</b>		<b>171,635</b>	<b>241,508</b>	<b>-69,873</b>

SMALL & MINORITY BUSINESS OFFICE

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
<b>01112 MINORITY BUSINESS RESOURCE OFF</b>								
	51000	FULL TIME EARNED PAY	145,595	140,551	171,635	241,508	241,508	-69,873
<b>01</b>	<b>PERSONNEL SERVICES</b>		145,595	140,551	171,635	241,508	241,508	-69,873
	51140	LONGEVITY PAY	750	825	900	900	900	0
	51156	UNUSED VACATION TIME PAYOUT	3,512	3,512	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		4,262	4,337	900	900	900	0
	52360	MEDICARE	2,230	2,158	2,501	3,211	3,211	-710
	52385	SOCIAL SECURITY	0	0	1,973	7,420	7,420	-5,447
	52504	MERF PENSION EMPLOYER CONT	19,025	18,306	18,823	26,348	26,348	-7,525
	52917	HEALTH INSURANCE CITY SHARE	12,997	13,615	10,468	48,839	48,839	-38,371
<b>03</b>	<b>FRINGE BENEFITS</b>		34,252	34,080	33,765	85,818	85,818	-52,053
	53605	MEMBERSHIP/REGISTRATION FEES	1,000	1,000	1,000	1,000	1,000	0
	53705	ADVERTISING SERVICES	4,000	4,000	4,000	4,000	4,000	0
	53750	TRAVEL EXPENSES	900	0	1,375	1,375	1,375	0
	54595	MEETING/WORKSHOP/CATERING FOOD	0	1,375	0	0	0	0
	54675	OFFICE SUPPLIES	10,306	8,638	9,000	9,000	9,000	0
	55150	OFFICE EQUIPMENT	2,830	2,912	3,675	3,675	3,675	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		19,036	17,925	19,050	19,050	19,050	0
<b>01112</b>	<b>MINORITY BUSINESS RESOURCE OFF</b>		<b>203,145</b>	<b>196,892</b>	<b>225,350</b>	<b>347,276</b>	<b>347,276</b>	<b>-121,926</b>

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